

Change No. 10

1. Material transmitted. This change No. 10 consists of amendments to the standby emergency disbursing plan of the Treasury Department [EFR12A-3], and amendments to standby regulations of the Civil Service Commission (Chapter 31).
2. Filing instructions.

REMOVE

EFR Doc. 12A-3, pages
12A-3-8, 12A-3-11,
12A-3-14 through 12A-3-20.

EFR Doc. 31-1, pages
31-1-4, 31-1-8, 31-1-22,
31-1-23, 31-1-24,
31-1-25, 31-1-53,
31-1-54, and 31-1-57.

INSERT

EFR Doc. 12A-3, amended
pages 12A-3-8, 12A-3-11,
12A-3-14 through 12A-3-20,
and add page 12A-3-30.

EFR Doc. 31-1, amended
pages 31-1-4, 31-1-8,
31-1-22, 31-1-23, 31-1-24,
31-1-25, 31-1-53, 31-1-54,
and 31-1-57.

April 1, 1972

SECTION III - PLANS FOR CONTINUED DISBURSEMENTS

A. General

1. Regional disbursing office key personnel have been designated for relocation and have continuing travel orders to proceed to such locations when certain DEFCONS are declared. If an emergency should develop, the primary emergency, emergency branch disbursing, or alternate relocation sites, as necessary, will be activated to resume disbursing operations, particularly payrolls and urgent miscellaneous payments.

2. In the case of large volume payments, it is planned that if the volume of payments cannot be accommodated at the relocation site(s), the workload will be shifted to other regional disbursing offices still in operation. In the event it is impossible to shift the workload to other regional offices, the regional disbursing officer will take whatever action is necessary to re-establish the disbursing function.

B. Emergency Disbursing Kits

1. To provide for an emergency supply of card check stock to resume payments under the regular disbursing account symbol, one month's supply of card checks is stored at each primary emergency relocation site.

2. In addition to the card checks stored only at primary emergency relocation sites, there is stored at each primary, emergency branch and most alternate relocation sites (see Attachment No. 3) an emergency disbursing kit. The kits contain a supply of Treasury Department paper checks assigned emergency disbursing symbols, plus certain pieces of essential equipment such as typewriters, adding machines, check signers, etc. The emergency disbursing symbols will be operated in connection with the disbursing kits and are to be used only in an emergency for on-the-spot payments to meet the requirements of administrative agencies. These symbols will be operated only for the period necessary to enable the Division of Disbursement to re-establish regular disbursing service. Attachment No. 4 lists the emergency disbursing symbols and the applicable relocation site.

3. If necessary, a small portable disbursing kit can be assembled by the regional office from the large kit to enable short runs to specified locations for the purpose of meeting cash payrolls and other conditions necessitating emergency disbursing operations.

C. Availability of Check Stock Production Facilities

1. There are stored at appropriate locations positive films of eight different face plates for use with card checks, as well as the front tint plate, the back tint plate and the back plate. The storage locations are in proximity to plants of the IBM Supply Division. These plants can be adapted to print Treasury card checks should the emergency cripple the source of normal supply.

2. The Division of Disbursement also stores two sets of positive films of face plates for printing continuous form paper Treasury checks under security control. Along with these positive films is kept a listing of printing establishments in non-critical target areas having plants capable of printing continuous form paper checks with whom prior arrangements have been made.

D. EDP Disbursements

1. The Division of Disbursement has seven regional disbursing offices equipped with compatible electronic data processing systems. The offices are located in Austin, Birmingham, Chicago, Denver, Kansas City, Philadelphia, San Francisco, and Washington. Each of these offices has provided for emergency storage of prior month's magnetic tapes of all master payment records together with operational program cards, corresponding console instructions and program assembly listings. Each month the stored tape records are replaced with current tape records.

2. Accordingly, after an emergency occurs, the Chief Disbursing Officer (or Acting Chief Disbursing Officer, in the line of succession) will ascertain which computerized regional disbursing office facilities are available and will notify the other regional offices. Tape records of offices which have been knocked out will be shipped to the regional offices having computer systems still in operation. If all computerized offices are out of commission, the Chief Disbursing Officer will determine if backup computers capable of printing card checks for which prior arrangements have been made are operable. There will also be determined from the catalog of the National Resources Analysis Center and other material available the location of other compatible computer equipment that is operable. If compatible equipment having card check capability is available, arrangements will be made with the agency having jurisdiction over such equipment for the use thereof for check production purposes. Thereupon, blank card check stock and tape records, together with other disbursing supplies, signing equipment, etc., will be transported to the facility to re-establish mass production check writing operations.

SECTION IV - ADMINISTRATIVE AGENCY RESPONSIBILITIES

A. Certifying Officers' Signature Cards

1. The Act of December 29, 1941, as amended (31 U.S.C. 82c and 82f), provides that disbursing officers of the Executive Branch of the Government shall make payments only upon vouchers duly certified by the head of the department or agency or by an official or employee thereof duly authorized in writing to certify such vouchers. The Act further provides that persons designated as certifying officers must give bond to the United States in such amount as may be determined by the head of the department or agency under standards prescribed by the Secretary of the Treasury. Unless revoked by the Congress, the provisions of the Act are applicable during an emergency.

2. Accordingly, in order that there may be no interruption in disbursing services, agencies should arrange in advance to provide facilities for certifying vouchers at points of relocation and at such points as may be required. This may be accomplished in several ways as explained below.

(See Attachment No. 10)

3. Probably the safest method of providing for certifying officers in the event of attack would be for the head of the agency to make such delegations at this time as necessary in order that the ranking surviving officials at existing points of operation or agency relocation centers would have the authority to designate certifying officers. A certified copy of such delegations or re-delegations of the person to whom authority to designate certifying officers has been delegated or redelegated should be forwarded to the Chief Disbursing Officer for current emergency planning. Under this method, if a relocated agency or any field office of such agency found itself faced with the problem of providing certifying officers to re-establish or continue submission of vouchers for payments, the ranking official of the administrative office concerned would need only to select employees under his jurisdiction, designate such employees as certifying officers, have such employees sign the Signature Card for Certifying Officer, Standard Form 210 (Attachment No. 7), and submit the cards to the disbursing officer to whom vouchers will be certified for payment. A copy of the delegation to designate certifying officers should accompany the Standard Form 210. Copies of the delegation and a supply of Standard Form 210 should be stored by each agency at its relocation site.

4. Another method would be for agencies, at this time, to designate individuals to act as authorized certifying officers only in case of emergency conditions brought about by an attack. In such event, the agency head or other person designated by such head for

this purpose would have the person designated as certifying officer sign the Signature Card for Certifying Officer, Standard Form 210, and complete the certification as required by Treasury Department Circular No. 680, Revised. If desired, SF 210 could be prepared to show as place of payment, the normal point or office where disbursements would be made, followed by the words "and elsewhere." This would permit certifying officers to submit vouchers to any of the Division of Disbursement offices or emergency relocation sites, provided a signature card is furnished for each office. Likewise, agencies may amend signature cards of certifying officers now on file in the Division to permit payment of vouchers by any disbursing office. In such case it will be necessary to submit a signature card to all regional offices of the Division of Disbursement.

5. When records and signature cards are not available to indicate who is an authorized certifying officer, regional disbursing officers may accept and act upon a properly completed Standard Form No. 210, Signature Card for Certifying Officer. The regional disbursing officer should satisfy himself that the person making the designation is the ranking surviving official or that such person has been delegated authority to designate certifying officers.

6. If the certifying officer designated under emergency conditions is covered by a blanket or position schedule bond procured by the agency in accordance with Treasury Department Circular No. 969 of November 1, 1955, the Standard Form 210 will carry the appropriate certification and bond information. If such certifying officer is not already covered by a blanket or position schedule bond, a bond will be necessary (Attachment No. 7). If emergency conditions preclude certifying officers from obtaining bonds with sureties, the Treasury will accept as a temporary measure, at the time, bonds of the certifying officers without sureties (Attachment No. 8).

SECTION V - ACCOUNTING AND FINANCIAL REPORTING**A. Accounting for Disbursing Functions**

1. The central system of accounts of the Government to be maintained at the relocation site of the Bureau of Accounts, Division of Central Accounts and Reports, will, to the extent possible, continue to disclose the receipts of the Government identified by source, and the expenditures according to each appropriation or other fund, together with corresponding cash operations of the Treasurer of the United States. These accounts will be based on periodic (monthly if possible) summaries of classified receipts and disbursements and related cash transactions representing deposits into the Treasurer's accounts and checks drawn on the Treasurer of the United States, and all other transactions contained in the official accounts of accountable officers and reports of administrative agencies.

2. As a basis for reconstruction of records, cumulative transactions, including balances according to appropriations or other funds, and receipt accounts, which relate to the second or third month preceding the current month (dependent upon the date of the month) will be available at the relocation site of the Division of Central Accounts and Reports.

3. Consistent with available manpower and equipment, monthly accounting statements, including transactions and balances according to appropriations or other funds, and miscellaneous, special, and trust receipts will be made available upon request of the central fiscal offices of the several departments and independent establishments of the Government.

B. Financial Reports

In a national emergency, the need for financial information will assume increasing importance. The Treasury plans initially to secure such data through the Federal Reserve System and its own disbursing and collecting system. As soon as possible, however, normal processes of collecting such data will be renewed. The Treasury policy in this regard is explained in Attachment No. 9, entitled "Advice to Departments and Agencies with Regard to Continuance of Financial Reporting and Deposits of Collections in the Event of an Emergency."

Commissioner of Accounts

Attachments

ATTACHMENT NO. 1
REV., SEPT. 1971

LISTING OF DIVISION OF DISBURSEMENT REGIONAL OFFICES

LOCATION	D.O. OFFICE NO.	OFFICE TELEPHONE NUMBER	REGIONAL AND ASSISTANT REGIONAL DISBURSING OFFICERS AND ASSISTANT DISBURSING OFFICERS IN BRANCH OFFICES
Anchorage, Alaska 99510 Federal Building U.S. Post Office & Courthouse Mailing Address: P.O. Box 1719	343	Area Code 907 586-7313	Patricia Handelin
Austin, Texas 79741 1619 E. Woodward St. Mailing Address: P.O. Box 2907 Zip Code 78767	220	Area Code 512 475-7211 397-7211*	George Clark Jesse Gregg
Birmingham, Alabama 35203 2225 Third Avenue North Room 201	349	Area Code 205 325-3503 or 3504	Randolph Mobbs John Ronilo
Chicago, Illinois 60680 Rm. 803, Rand McNally Bldg. 536 S. Clark ST. Mailing Address: P.O. Box 8670	307	Area Code 312 353-6740 353-6741 353-6742	Robert Pacheco Eugene Mulcahy
Denver, Colorado 80225 Building 53 Denver Federal Center	313	Area Code 303 233-3611 Ext. 8703	G. Lewis Frazer Sidney Dodge
Honolulu, Hawaii 96813 225 Federal Building 335 South King Street	324	Area Code 808 546-5645 or 5646	Elsie H. Chang
Kansas City, Missouri 64142 301 U.S. Courthouse 811 Grand Avenue Mailing Address: P.O. Box 2509	310	Area Code 816 374-3623	Robert L. Larson Walter D. Plumly
Manila, Philippines 96528 200 New Office Bldg. American Embassy, Roxas Blvd. (See footnotes 2/ for mailing instructions)	328	59-80-11 Ext. 550-551	Richard W. Homer Milton Julson

*Effective 12/1/71

ATTACHMENT NO. 1

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REV., SEPT. 1971

LOCATION	D. O. OFFICE	OFFICE TELEPHONE NUMBER	REGIONAL AND ASSISTANT REGIONAL DISBURSING OFFICERS AND ASSISTANT DISBURSING OFFICERS IN BRANCH OFFICES
<u>Philadelphia, Pennsylvania 19101</u> 5000 Wissahickon Avenue Mailing Address P. O. Box 7838	303	Area Code 215 438-5671 or 5672 Aft. 5:00 p.m. 438-5207	Robert Langdon Robert Segal
<u>Philadelphia, Branch Office</u> Parcel Post Bldg 341 Ninth Avenue New York, New York 10001	303	Area Code 212 971-7405	Louis Kirschner
<u>San Francisco, California 94105</u> 390 Main Street Mailing address: P.O. Box 3858 Rincon Annex 94119	312	Area Code 415 556-6299 or 4346 Aft. 4:30 p.m. 556-4190	P. Edward Frowd Marvin B. Rognlie
<u>Washington, D.C. 20548</u> 441 C Street N.W. Rm 3058 Mailing Address: P.O. Box 2229 Zip Code 20013	300	Area Code 202 964-5551 or 5554	Henry H. Eades C. B. Herrell

1/ Special Assistant

2/ The mailing address for all communications (except telegrams) and shipments for the Regional Disbursing Office at Manila is: Mr. R. W. Homer, Regional Disbursing Officer, Division of Disbursement, Treasury Department, APO, San Francisco, California 96528. Address for telegrams: Homer, Treasury, Manila. In addressing certified mail, the name of the Regional Disbursing Officer should be omitted.

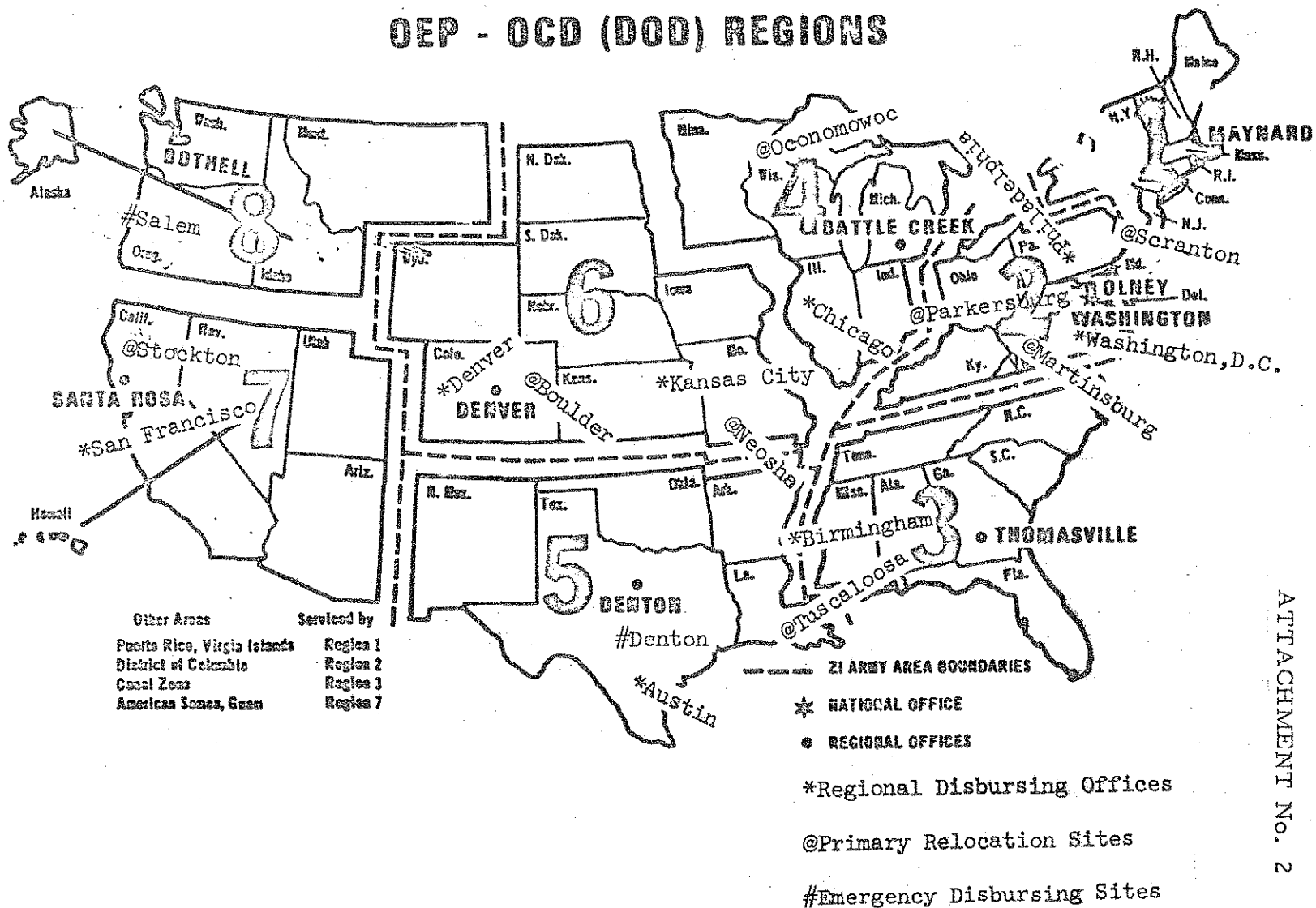
OEP - OCD (DOD) REGIONS

12A-3-16

CODE OF EMERGENCY FEDERAL REGULATIONS

April 1, 1972

ATTACHMENT No. 2



April 1, 1972

CODE OF EMERGENCY FEDERAL REGULATIONS

12A-3-17

ATTACHMENT NO. 3
Revised Sept. 1971

DIVISION OF DISBURSEMENT
RELOCATION SITES OF CENTRAL OFFICE AND REGIONAL OFFICES 1/

<u>Office</u>	<u>Primary Emergency Site</u>	<u>Alternate Site</u>
Central Office	Treasury Department Bureaus Relocation Site (also referred to as Treasury Department Alternate Headquarters Site)	Bureau of the Public Debt 214 - 7th Street Parkersburg, West VA. 26101 Area Code 304 422-8551
Austin, Texas	U. S. Post Office Building 104 Houston Street College Station, Texas 77840 Area Code 713- 846-1367	Federal Building Guadalupe and Hutchinson St. San Marcos, Texas 78766 Area Code 512-392-2560
Birmingham, Alabama	Room B-03 Federal Bldg. Tuscaloosa, Alabama 35401 Area Code 205-553-3760	Post Office Building 2100 - 9th Street Meridian, Mississippi 39301 Area Code 601-485-8185
Chicago, Illinois	Archives Building 453 West 2nd Street Oconomowoc, Wisconsin 53066 FT Operator, Milwaukee, Wisc. 414-272-8600 and ask for 567-5538	Post Office Building Kankakee, Illinois *60901 Area Code 815-933-5721
Denver, Colorado	Post Office Building 1905 15th Street, Room 5 Boulder, Colorado, 80302 Area Code 303-442-8411	Post Office Building North 3rd & Poplar Sts. Sterling, Colorado *80751 Area Code 303-522-1105
Honolulu, Hawaii	Secured Site in Area	
Kansas City, Missouri	Vital Records Section Federal Records Center Annex c/o Ozark Terminal Neosho, Missouri 64850 FTS-417-624-2256	U. S. Post Office and Court House 817 Booneville Springfield, Missouri *65801 FTS-417-865-3784

ATTACHMENT NO. 3

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<u>Office</u>	<u>Primary Emergency Site</u>	<u>Alternate Site</u>
Philadelphia, Pennsylvania	Post Office Building Washington Ave. and Linden Street Scranton, Pennsylvania 18501 Area Code 717 Diamond 4-7-1111	Post Office Building Stroudsburg, Penn* 18360 Area Code 717 Hamilton 1-1820
San Francisco, California	Federal Building Room 22 Joaquin and Lindsay Sts. Stockton, California 95206 Area Code 209-466-2333	Post Office Building Yuba City, California 95991 Area Code 916 Sherwood 2-6537
Washington, D. C.	Veterans Administration Center Building No. 306B Martinsburg, W. Va. 25401 Area Code 304-263-0280	Federal Building and Post Office Waynesboro, Va. 22980 Area Code 703-942-1393

EMERGENCY BRANCH DISBURSING SITES 1/

Austin, Texas	Federal Regional Center Denton, Texas* 76202 Area Code 214-749-2747
San Francisco, California	Post Office Building Salem, Oregon* 97308 Area Code 503-585-1243 or 1244

*Disbursing supplies are stored at these locations in addition to the primary site.

1/ Emergency relocation sites have not been established for the Manila and Anchorage Regional Disbursing Offices.

2/ These sites will be automatically activated in an emergency.

ATTACHMENT NO. 4
Rev. Sept. 1971

EMERGENCY DISBURSING SYMBOLS

Regional disbursing Office
to Which Symbol No. Is Assigned

Symbol No.

Central Office	1164
Central Office	1170
Austin, Texas	1165
Austin, Texas	1172
Birmingham, Alabama	1151
Birmingham, Alabama	1166
Chicago, Illinois	1159
Chicago, Illinois	1163
Denver, Colorado	1156
Denver, Colorado	1157
Kansas City, Missouri	1153
Kansas City, Missouri	1154
Austin, Texas	1158
Philadelphia, Pennsylvania	1152
Philadelphia, Pennsylvania	1167
San Francisco, California	1168
San Francisco, California	1169
Washington, D. C.	1150
Washington, D. C.	1155
Washington, D. C.	1160
Washington, D. C.	1171

ATTACHMENT NO. 5

OEP REGIONAL OFFICES

Regions	Address	Commercial Number
REGION 1	Federal Regional Center Maynard, Massachusetts 01754	Area Code 617-897-9381
REGION 2	Olney, Maryland 20832	Government Code 1269 Area Code 301-921-5521
REGION 3	P. O. Box 108 Thomasville, Georgia 31792	Area Code 912-226-1761
REGION 4	Federal Center Battle Creek, Michigan 49016	Area Code 616-968-8142
REGION 5	Federal Regional Center Denton, Texas 76201	Area Code 214-749-2747
REGION 6	Federal Regional Center Denver, Colorado 80225	Area Code 303-237-8831
REGION 7	Federal Center Santa Rosa, California 95401	Area Code 717-544-1334
REGION 8	Federal Regional Center Bothell, Washington 98011	Area Code 206-486-0721

ATTACHMENT 9

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available in the old vicinity, deposits should be transmitted by the best available means of transportation to the nearest Federal Reserve Bank or appropriate designated depository. In the event the Federal Reserve Bank with which the collecting officers normally do business has been relocated, mail addressed to it at the old address will be delivered by the Post Office Department to the new location.

ACTING SECRETARY OF THE TREASURY

Attachment No. 10

Mr. L. W. Plumly
Chief Disbursing Officer
Treasury Department
Washington, D. C. 20226

Dear Mr. Plumly:

The authority to designate officers and employees to certify vouchers in accordance with Public Law 77-389 is delegated to the ranking official at each GSA Relocation Center.

The foregoing authority is effective when required to provide continuity of disbursing facilities under conditions outlined in Treasury Department Emergency Disbursing Plan.

Sincerely yours,

Administrator

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GENERAL PERSONNEL PROVISIONS

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 - Subpart F Time-in-grade restrictions
- M-301 Overseas Employment
- M-303 Deferment from Military Service
 - Subpart B Controls on Government requests for Selective Service deferment of Federal and District of Columbia Government employees
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 - Subpart D Temporary employment
- M-330 Recruitment, Selection and Placement (General)
 - Subpart D Positions restricted to preference eligibles
 - Subpart E Time-after-competitive-appointment restrictions
 - Subpart F Prohibited practices
 - Subpart H Effect on other regulations
- M-332 Competitive Selection for Appointment
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- M-351 Reduction in Force
 - Subpart B General provisions
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 - Subpart A Reemployment rights based on movements to another agency, to a State or local government, or to a private organization

Part M-210

BASIC CONCEPTS AND DEFINITIONS

Upon an attack on the United States, and thereafter until further notice, this Part M-210 is effective.

SUBPART A. DEFINITIONS

Sec.
M-210.101 Definitions

SUBPART A. DEFINITIONS

Sec. M-210.101 Definitions.

(a) "Commission" means the United States Civil Service Commission;

(b) "The Commission's regulations" means the regulations of the United States Civil Service Commission published in Subchapter B of Chapter I of Title 5 of the Code of Federal Regulations.

Part M-290

PERSONNEL RECORDS AND PROCESSING

Upon an attack on the United States and thereafter until further notice, this Part M-290 of the Code of Emergency Federal Regulations is effective.

SUBPART A. MAINTENANCE OF OFFICIAL PERSONNEL RECORDS

Sec.
M-290.101 Agency authority to streamline personnel action record keeping
M-290.102 Minimum Records
M-290.103 Determinations
M-290.104 Form of Records

SUBPART A. MAINTENANCE OF OFFICIAL PERSONNEL RECORDS

Sec. M-290.101. Agency authority to streamline personnel action record keeping. The Commission hereby authorizes agencies to streamline

the keeping of official records of personnel actions, when emergency conditions do not permit the keeping of more complete records. However, such streamlining must meet the minimal requirements of Section M-290.102.

Sec. M-290.102. Minimum Records. As a minimum, personnel records must:

- (a) identify the employee by name, date of birth, and Social Security number,
- (b) identify the employer,
- (c) identify the location of employment,
- (d) identify the nature of the personnel action and the authority for it,
- (e) identify the title and rate of pay for the position,
- (f) identify the effective date of the action,
- (g) show whether or not the employee is covered by Federal Employee Group Life Insurance, and
- (h) include appointment oaths and affidavits.

Sec. M-290.103. Determinations. As soon as circumstances permit, the agency will:

- (a) secure a certificate of total Federal service for leave accrual purposes,
- (b) find out who is the next of kin or beneficiary,
- (c) determine the employee's retirement coverage, veteran preference, selective service or military reserve status, and
- (d) secure any other necessary information.

Sec. M-290.104. Form of Records. If the usual personnel forms are not available, or if time or circumstances do not permit the use of these forms, records may be kept on any appropriate forms, cards, or papers, properly identifiable as official records.

Part M-300

EMPLOYMENT (GENERAL)

Upon an attack on the United States, and thereafter until further notice, Section 300.104, Subparts C, D, E, I and Subsection 300.603(a)(3) of Part 300 of Subchapter B of Chapter I of Title 5 of the Code of Federal Regulations are suspended, and this Part M-300 of Chapter 31 of the Code of Emergency Federal Regulations is effective.

SUBPART D. POSITIONS RESTRICTED TO PREFERENCE ELIGIBLES

Sec.

M-330.401 Competitive selection

M-330.402 Noncompetitive selection

SUBPART E. TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION

M-330.501 General restriction

SUBPART F. PROHIBITED PRACTICES

M-330.601 Withdrawal from competition

SUBPART H. EFFECT ON OTHER REGULATIONS

M-330.701 Effect on other regulations

SUBPART D. POSITIONS RESTRICTED TO PREFERENCE ELIGIBLES

Sec. M-330.401. Competitive selection. The positions of custodian, elevator operator, guard, and messenger (referred to hereinafter in this subpart as restricted positions) shall be filled by the appointment of preference eligibles as long as qualified preference eligibles are available.

Sec. M-330.402. Noncompetitive selection. An agency may fill a restricted position by noncompetitive selection of a nonpreference eligible only when it determines that no qualified preference eligible is available for appointment by any method. This does not apply to the appointment of national emergency standby personnel when the determination was made at the time of recruitment.

SUBPART E. TIME-AFTER-COMPETITIVE-APPOINTMENT RESTRICTION

Sec. M-330.501. General restriction. No present or former Federal employee shall, within three months after his latest non-temporary competitive appointment, be (a) promoted; (b) reassigned to a different line of work; or (c) appointed to a higher grade or different line of work.

SUBPART F. PROHIBITED PRACTICES

Sec. M-330.601. Withdrawal from competition. No applicant for Federal employment, no eligible on any list of candidates, nor any officer or employee in the executive branch of the Government shall directly or indirectly persuade, induce, or coerce (or attempt to persuade, induce, or coerce) any prospective applicant to withhold

filing application, or to withdraw from competition or eligibility for positions in the competitive service for the purpose of either improving or injuring the prospects of any applicant or eligible for appointment. The penalty for violation of this section by applicants or eligibles is cancellation of application or eligibility, as the case may be, and such other penalty as the Commission may deem appropriate.

SUBPART H. EFFECT ON OTHER REGULATIONS

Sec. M-330.701. Effect on other regulations. The regulations in this part M-330 do not modify the authority contained in section 230.401 of the Commission's regulations to take necessary action during a period of disaster in a national emergency.

Part M-332

COMPETITIVE SELECTION FOR APPOINTMENT

Upon an attack on the United States, and thereafter until further notice, Part 332 of Subchapter B of Chapter I of Title 5 of the Code of Federal Regulations is suspended, and this Part M-332 of Chapter 31 of the Code of Emergency Federal Regulations is effective.

SUBPART A. GENERAL PROVISIONS

Sec.

- M-332.101 Authority
- M-332.102 Standards
- M-332.103 Provision for special consideration of local eligibles
- M-332.104 Listing in priority order
- M-332.105 Normal order of selection
- M-332.106 Passing over preference eligibles
- M-332.107 Applicants who have had three considerations
- M-332.108 Effect on other regulations

SUBPART A. GENERAL PROVISIONS

Sec. M-332.101. Authority. Agencies are authorized to make appointments competitively. Unless appointment is made under section M-315.301 or section M-333.101, all appointments shall be made under this subpart.

Sec. M-332.102. Standards. An agency making an appointment under this subpart shall determine that the applicant meets the qualifications standards and requirements issued by the Commission and that he is not disqualified for any of the reasons listed in sections 339.101 and 731.201 of the Commission's regulations. To fill a position for which there is no approved standard, when it is not practicable to obtain prior approval from the Commission, the agency may establish an interim qualifications standard for the position. As soon as conditions permit, the agency shall request the Commission's approval of the interim standard.

Sec. M-332.103. Provision for special consideration of local eligibles. An agency may limit recruitment and consideration for appointment to applicants who live in the local labor market area, but when the agency considers any applicant from outside the area, it shall consider all qualified applicants from outside the local labor market area.

Sec. M-332.104. Listing in priority order. Unless the Commission has authorized rating and ranking procedures to distinguish among competitors eligible for the position or positions, applications of qualified persons shall be listed and the applicants considered for appointment in the following priority groups:

(a) Qualified applicants entitled to 10-point preference who have a compensable service-connected disability of 10 percent or more (except that this group does not include applicants for professional and scientific positions in grades GS-9 and above).

(b) All other qualified applicants entitled to 10-point preference and 5-point preference (except that this group includes all qualified preference applicants for professional and scientific positions in grades GS-9 and above).

(c) All other qualified applicants.

Sec. M-332.105. Normal order of selection. An appointing officer may select any applicant in the highest group listed in section M-332.104. He may not select from a lower group as long as three qualified applicants in a higher group (or a combination of higher groups) are available.

Sec. M-332.106. Passing over preference eligibles. When an appointing officer passes over a preference eligible and tentatively selects a nonpreference eligible, he shall submit to the Commission his reasons for not selecting the preference eligible for a determination as to their sufficiency. When more than one vacancy is to be filled, the appointing officer may pass over a preference eligible and select

other eligibles provided he reserves one vacancy for appointment of the preference eligible should reasons for passing him over be found not sufficient. When a single vacancy is to be filled, the appointing officer may not appoint the nonpreference eligible until he receives the Commission's findings. If the reasons are found to be sufficient, the appointing officer may then appoint the nonpreference eligible; if the reasons are found to be not sufficient, the appointing officer may not pass over the preference eligible and appoint the nonpreference eligible.

Sec. M-332.107. Applicants who have had three considerations. An applicant who has been considered by the same appointing officer for three appointments to the same type and grade of position need not be considered further by that appointing officer for (a) emergency-indefinite appointment if the previous considerations were for appointment to a continuing position of the same type and grade or (b) temporary appointment to a position of the same type and grade, regardless of the type of appointment for which he was previously considered.

Sec. M-332.108. Effect on other regulations. The regulations in this part M-332 do not modify the authority contained in section 230.401 of the Commission's regulations to take necessary action during a period of disaster in a national emergency.

Part M-333

NONCOMPETITIVE SELECTION FOR APPOINTMENT

Upon an attack on the United States, and thereafter until further notice, Part 333 of Subchapter B of Chapter I of Title 5 of the Code of Federal Regulations is suspended, and this Part M-333 of Chapter 31 of the Code of Emergency Federal Regulations is effective.

SUBPART A. GENERAL PROVISIONS

Sec.

M-333.101 Authority for appointment

M-333.102 Standards

M-333.103 Effect on other regulations

SUBPART A. GENERAL PROVISIONS

Sec. M-333.101. Authority for appointment. An agency, without regard to the priorities for making competitive appointments under part M-332, may appoint:

(a) A person currently serving or who last served in the Federal Government within the past 90 days;

(b) A former Federal employee who entered the military service while serving under a nontemporary appointment, if he is selected within 90 days after his honorable separation from military service or discharge from hospitalization for not more than one year immediately following that service;

(c) A former Federal employee who served with competitive status;

(d) A person who was recruited on a standby basis prior to the national emergency in accordance with applicable requirements of the Commission;

(e) A member of the National Defense Executive Reserve, designated in accordance with section 710(e) of the Defense Production Act of 1950, Executive Order 11179 of September 22, 1964, and implementing instructions of the Office of Emergency Planning; and

(f) A person to a position under section 3104, 3325, or 5361 of title 5, section 1581 of title 10, section 210(g) of title 42, or section 1343(f) of title 49, United States Code, or a similar law.

Sec. M-333.102. Standards. An agency making an appointment under this part shall determine that the applicant meets the qualifications standards and requirements prescribed by the Commission and is not disqualified for any of the reasons listed in sections 339.101 and 731.201 of the Commission's regulations. To fill a position for which there is no approved standard, when it is not practicable to obtain prior approval from the Commission, an agency may establish an interim qualifications standard for the position. As soon as conditions permit, the agency shall request the Commission's approval of the interim standard. Persons recruited on a standby basis who met qualifications standards when recruited are not required to meet qualifications standards at the time of appointment but are subject to the provisions of sections 339.101 and 731.201 of the Commission's regulations.

Sec. M-33.103. Effect on other regulations. The regulations in section M-333.102 do not modify the authority contained in section 230.401 of the Commission's regulations to take necessary action during a period of disaster in a national emergency.

Part M-335

PROMOTION AND INTERNAL PLACEMENT

Upon an attack on the United States, and thereafter until further notice, Part 335 of Subchapter B of Chapter I of Title 5 of the Code of Federal Regulations is suspended, and this Part M-335 of Chapter 31 of the Code of Emergency Federal Regulations is effective.

SUBPART A. GENERAL PROVISIONS

Sec.

M-335.101 Effect of position change on status and tenure

M-335.102 Agency authority to promote, demote, or reassign

SUBPART A. GENERAL PROVISIONS

Sec. M-335.101. Effect of position change on status and tenure.

(a) A position change made under section M-335.102 does not change an employee's status or tenure.

(b) A position change made under section M-335.102 of an employee who is serving a probationary or trial period is subject to completion of the probationary or trial period in the new position.

Sec. M-335.102. Agency authority to promote, demote, or reassign.
An agency may promote, demote, or reassign career, career-conditional, or emergency-indefinite employees.

Part M-336

RELEASE, REASSIGNMENT, AND DETAIL

Upon an attack on the United States and thereafter until further notice, this Part M-336 of Chapter 31 of the Code of Emergency Federal Regulations is effective.

SUBPART B. DETAILS

Sec.

M-336.201 Authority to detail

TABLE FOR APPLICABILITY OF CIVIL SERVICE REGULATIONS AND OF STANDBY REGULATIONS UPON AN ATTACK ON THE UNITED STATES

Title of Part	Standby Regulations	Civil Service Regulations Not Suspended	Civil Service Regulations Suspended
Political Activities of State Employees: Rules of Practice		151	
Basic Concepts and Definitions (General)	M-210-A	210-A	
Veteran Preference		211-A	
Competitive Service and Competitive Status		212-A, -C, -D	
Excepted Service		213-A, -C	
Organization of the Government for Personnel Management		230-B, -D*	
Personnel Records and Processing	M-290-A		
Personnel Records and Files		293-B	
Availability of Official Information		294-A, -B, -C, -D, -E, -F, -G, -H, -I, -J, -K	
Employment (General)	M-300-C,	300-A except 300.104, 300-F except 300.603 (a)(3)	300.104, 300-C, -D, -E, -I, 300.603(a)(3)
Overseas Employment			301-B
Employment in the Excepted Service		302-A, -B, -C, -D	
Deferment from Military Service	M-303-B		
Executive Assignment System	M-305-E	305-A, -F	305-E, -G
Transitional Appointments	M-307-A		307
Employment of Relatives	M-310-A		310-A, -B
Manpower Controls	M-311-B		
Position Controls	M-312-A		
Career and Career-Conditional Employment	M-315-B, -C, -D		315-B, -C, -D, -E, -F, -G, -H
Temporary and Emergency-Indefinite Employment	M-316-B, -D		316-B, -C, -D, -E, -F, -G, -H

* Subpart 230-D provides broad authority to agencies to take personnel actions in a national emergency disaster.

TABLE FOR APPLICABILITY OF CIVIL SERVICE REGULATIONS AND OF STANDBY REGULATIONS UPON AN ATTACK ON THE UNITED STATES

Title of Part	Standby Regulations	Civil Service Regulations Not Suspended	Civil Service Regulations Suspended
Recruitment, Selection, and Placement	M-330-D, -E, -F, -H	330-A, 330.201	330-C, -D, -E, -F, -G 330.202 through .204
Competition Section for Appointment	M-332-A		332-A, -C, -D
Noncompetitive Selection for Appointment	M-333-A		333-A
Temporary Assignment of Employees between Executive Agencies and States, Local Government, and Institutions of Higher Learning		334	
Promotion and Internal Placement	M-335-A		335-A
Release Reassignment and Detail	M-336-B, -C		
Examining System			337-A
Qualifications Requirements (General)	M-338-A		338-A, -B, -C, -F
Qualifications Requirements (Medical)		339-A	
Reduction in Force	M-351-B	351-B, -C, -D, -E, -F, -G, -H, -J, 351.903	351.901 351.902
Reemployment Rights	M-352-A	352-D, 352-C except 352.313, 352.501 through .507	352-B, 352.313, 352.508
Restoration After Military Duty	M-353-A	353-A, -C, -H, 353.401 through .405	353-G, 353.406
Training		410-A, -B, -C, -D, -E, -F, -G, -I	
Performance Evaluation			430-A, -C, -D
Salary and Wage Stabilization	M-500-A		
Classification Under the General Schedule		511-A, -B 511.701	511-F 511.702, 511.703
Pay Rates and Systems (General)		530-C	

TABLE FOR APPLICABILITY OF CIVIL SERVICE REGULATIONS AND OF STANDBY
REGULATIONS UPON AN ATTACK ON THE UNITED STATES

Title of Part	Standby Regulations	Civil Service Regulations Not Suspended	Civil Service Regulations Suspended
Appeals and Other Remedies (General)	M-770-A		
Employee Grievances and Administrative Appeals			771-A, -B, -C
Appeals to the Commission			772-C
Retirement	M-831-A, -D, -E, -G	831.101 through .106, 831.108, 831-B, -C, -D 831.501 831.502(a), (b)(3), (c) (3), and (d), 831.503, 831-F, -G, -H, -J, -K except 831.1111, -L except 831.1205	831.107, 831.502(b)(1), and (2), (c) (1) and (2), 831.1111, 831.1205
Life Insurance		870-A, -B except 870.205, -C, -D, -E, -F, -G, -I	870.205
Optional Life		871-A, -B except 871.206, -C, -D, -E, -F	871.206
Federal Employees Health Benefits		890-A except 890.103(a) and (b), -B, -C, -D, -E	890.103(a) and (b)
Retired Federal Employees Health Benefits		891-A except 891.105(a), -B, -C, -D, -E	891.105(a)
Intergovernmental Personnel Act Grant Program		900-A, -B, -C	
Programs for Specific Positions and Examin- ations (Miscellaneous)	M-930-B		930-A, -B
General and Miscellaneous			990-A