

## Request for Records Disposition Authority

Records Schedule Number      DAA-0060-2011-0007  
Schedule Status                Approved

Agency or Establishment        Department of Justice  
Record Group / Scheduling Group    General Records of the Department of Justice  
Records Schedule applies to        Major Subdivision  
Major Subdivision                Justice Management Division  
Minor Subdivision                Office of Attorney Recruitment and Management  
Schedule Subject                Pre-Approval for Conversions of Political Appointees to Career Positions

Internal agency concurrences will be provided      No

Background Information            The Office of Attorney Recruitment and Management (OARM), in compliance with Office of Personnel Management (OPM) guidance, reviews the conversion of individuals currently in an Executive Branch political appointment or a non-career SES Executive Branch position (or having held such a position within the past 5 years) to a career excepted service Title 5 attorney position in the Department, prior to OPM's review and approval. The purpose of the OARM review and subsequent OPM review and approval is to ensure compliance with merit system principles and applicable civil service laws.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0060-2011-0007

Sequence Number	
1	Pre-Approval for Conversions of Political Appointees to Career Positions
1.1	Pre-Approval for Conversions of Political Appointees to Career Positions Disposition Authority Number: DAA-0060-2011-0007-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Pre-Approval for Conversions of Political Appointees to Career Positions</b> The Office of Attorney Recruitment and Management (OARM), in compliance with Office of Personnel Management (OPM) guidance, reviews the conversion of individuals currently in an Executive Branch political appointment or a non-career SES Executive Branch position (or having held such a position within the past 5 years) to a career excepted service Title 5 attorney position in the Department, prior to OPM's review and approval. The purpose of the OARM review and subsequent OPM review and approval is to ensure compliance with merit system principles and applicable civil service laws. For its review of these cases, OARM requires the following information: the position description for the candidate's political appointment and the position description for the proposed appointment; a statement explaining the disposition of the proposed selectee's current political Schedule A, Schedule C, or Non-career SES position (if vacated), a complete case file for the posted appointment that includes evidence of fair and open competition (e.g., a copy of the vacancy announcement posted on the DOJ Web site), recruiting sources and advertising methods (if any used in addition to the web page), the established qualifications and previous qualification standards if changed within the previous 12 months, a description of the office's recruitment and selection process for excepted service and statement that process was adhered too in this selection, applications from all who applied and information showing how each met or failed to meet the established qualifications, information showing how veterans' preference was considered (if applicable), the referral list (or equivalent) issued to the selecting official and the completed referral list (or equivalent) documenting the tentative selection, the name of the selecting official and his/her title, phone, and type of appointment (e.g., career SES, Schedule C, Presidential Appointee), and the names of the rating/ranking hiring panel member(s) and their titles, phone numbers, and types of appointments.</p>
1.1	<p><b>Pre-Approval for Conversions of Political Appointees to Career Positions</b> Disposition Authority Number      DAA-0060-2011-0007-0001</p> <p>The Office of Attorney Recruitment and Management (OARM), in compliance with Office of Personnel Management (OPM) guidance, reviews the conversion of individuals currently in an Executive Branch political appointment or a non-career SES Executive Branch position (or having held such a position within the past 5 years) to a career excepted service Title 5 attorney position in the Department, prior to OPM's review and approval. The purpose of the OARM review and subsequent OPM review and approval is to ensure compliance with merit system principles and applicable civil service laws. For its review of these cases, OARM requires the following information: the position description for the candidate's political appointment and the position description for the proposed appointment; a statement explaining the disposition of the proposed selectee's</p>

current political Schedule A, Schedule C, or Non-career SES position (if vacated), a complete case file for the posted appointment that includes evidence of fair and open competition (e.g., a copy of the vacancy announcement posted on the DOJ Web site), recruiting sources and advertising methods (if any used in addition to the web page), the established qualifications and previous qualification standards if changed within the previous 12 months, a description of the office's recruitment and selection process for excepted service and statement that process was adhered too in this selection, applications from all who applied and information showing how each met or failed to meet the established qualifications, information showing how veterans' preference was considered (if applicable), the referral list (or equivalent) issued to the selecting official and the completed referral list (or equivalent) documenting the tentative selection, the name of the selecting official and his/her title, phone, and type of appointment (e.g., career SES, Schedule C, Presidential Appointee), and the names of the rating/ranking hiring panel member(s) and their titles, phone numbers, and types of appointments.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the calendar year.
Retention Period	Destroy 4 year(s) after
<b>Additional Information</b>	
GAO Approval	Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/29/2011	Certify	Curt Francisco	Records Manager	JMD - OoRMP
09/07/2011	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
09/08/2011	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
09/15/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
09/29/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist