

OFFICE OF THE GENERAL COUNSEL

MEMORANDUM GC 98-14

November 25, 1998

TO : All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM : Fred Feinstein, General Counsel

SUBJECT : Temporary Promotions for Supervisors and Non-unit Employees

Confirming our recent practice, supervisors and non-unit employees who are reasonably expected to perform in higher graded supervisory/managerial positions for 4 weeks or longer should receive temporary promotions to that higher grade. Therefore, as soon as a determination is made that a supervisor or non-unit employee is to assume a higher graded supervisory/managerial position for 4 weeks or longer, a form SF-52 should be forwarded to the Division of Operations-Management to effect a temporary promotion.

I am hereby delegating to Regional Directors the authority to approve such temporary promotions up to six months. Temporary promotions in excess of six months will continue to require the approval of either the General Counsel or the Associate General Counsel, Division of Operations-Management, as appropriate. All temporary promotions in excess of 120 days must be filled through the competitive posting process.

If there are any questions regarding this matter, please contact your Assistant General Counsel or Deputy.

F. F.

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