



## 2021-22 HIRING CONTROLS BUREAU OF INDIAN AFFAIRS

All hiring control requests, to include directed reassignments/transfers/relocations, for GS12, GS13, GS14 and GS15 positions (including those in Washington, DC and Denver metropolitan areas) will be submitted to the Director, Bureau of Indian Affairs for review and authorization per the Deputy Secretary's guidance issued on February 16, 2018.

*Please complete the required information for each hiring position request*

POSITION INFORMATION					
<b>Office or Region</b>					
<b>Agency or District Office</b>					
<b>Branch or Division</b>					
<b>Location of Position (City &amp; State)</b>					
<b>Current Number of Occupied Positions within the Office/ Region</b>					
		<b>Number of Positions to be Filled</b>			
<b>Position Title</b>					
<b>Position Series and Grade</b>					
<b>POSITION TYPE</b>	<b>Permanent</b>	<input type="checkbox"/>	<b>Critical / Key Position</b> <input type="checkbox"/> <b>Non-Essential</b> <input type="checkbox"/>		
	<b>Temporary</b>	<input type="checkbox"/>			
	<b>Term</b>	<input type="checkbox"/>	<b>Not to Exceed Length</b>		
	<b>New</b>	<input type="checkbox"/>			
	<b>Established</b>	<input type="checkbox"/>	Identify position # and last incumbent.		
	<b>Directed Reassignment</b>	<input type="checkbox"/>	<b>Within Same Region: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>		
	<b>Transfer</b>	<input type="checkbox"/>	<b>PCS: YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>Estimated Cost:</b>		
	Supervisory	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	Support Public Safety	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
	Law Enforcement	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	Support Energy Priority	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
	Wildland Fire	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	<b>VERA/VSIP Vacated</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
<i>How was position VERA/VSIP restructured? Filled</i> <input type="checkbox"/> <i>Restructured</i> <input type="checkbox"/> <i>Eliminated</i> <input type="checkbox"/>					
POSITION JUSTIFICATION					
<i>Synopsis of Hiring Request: Briefly describe the position requested for hiring.</i>					

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<b>Office or Region</b>		
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<b>Branch or Division</b>		
<b>Location of Position (City &amp; State)</b>		
<b>Position Title</b>		
<b>Position Series and Grade</b>		
<b>POSITION JUSTIFICATION</b>		
<i>Workforce Analysis: Describe current impacts of the vacancy on statutory obligations or policy objectives, long-term needs assessment of the Bureau related to the requested position, and any other pertinent justifications for hiring request.</i>		
<b>CERTIFICATION SIGNATURE</b>		
Regional Director or CO Division Chief Signature		
Date		
<b>BIA DEPUTY DIRECTOR REVIEW</b>		
DBD-FLD OPS / OTS /OIS /OJS Signature		CONCUR <input type="checkbox"/>
Date		NON-CONCUR <input type="checkbox"/>
<b>BIA DIRECTOR REVIEW</b> Email to: <b>dbia_admin@bia.gov</b>		
BIA Director Signature		APPROVE <input type="checkbox"/>
Date		DISCUSS <input type="checkbox"/>

Decisions will be made within 7 working days of receipt, if all requirements have been met. Incomplete submissions will be returned for additional information. If a request is returned, no further processing will occur until the request is resubmitted and is determined to be complete.

**Requesting office:** It is your responsibility to **provide a copy to your servicing HR Office** for appropriate processing.