**Hiring Controls – AS-IA/BIE**

All hiring requests must be submitted for review and approval as follows:

* All request from DAS-M offices must be approved by the DAS-M.
* All request from AS-IA Offices must be approved by the AS-IA Chief of Staff.
* All Bureau of Indian Education requests must be approved by the DBIE

The following information must be submitted about each position:

|  |  |
| --- | --- |
| Bureau/Office/Region/Agency |  |
| Location |  |
| Current Number of Occupied Positions within the Office/Region? |  |
| Position Title/Series/Grade(s) |  |
| Permanent/Temporary or Term Appointment & Length |  |
| Number of Positions to be Filled |  |
| Vacated thru VERA/VSIP? If yes, how was position restructured? |  |
| Established Position(s)? Identify position number and last incumbent.  |  |
| New Position(s)? Include a justification below for establishing the new position(s) and identify the position(s) that will be abolished and why they are no longer needed within the organization. |
| Deputy Bureau or Office Director Approval and Date |  |
| D-BIE; AS-IA COS; or DAS-M Review and Date |  |
| OHCM Review  | [ ] Approved [ ] Disapproved  | Date: |

All requests to establish new positions outside of the FTE ceiling must have approval from the local Budget Office to certify that funding is available. Include this information with your request when forwarding for approval.

Decisions on all requests will be made within **7 working days of receipt**, if all requirements have been met. Decisions will be returned to the requestor. Please e**-mail your completed and fully signed/approved form to your servicing HR Office** for further action.

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.