

### 3-5. APPLICATION OF SCHEDULE C AUTHORITIES

#### a. General.

(1) In order to establish or reestablish a Schedule C position, or when the duties, title, organizational location, or reporting relationship of an existing Schedule C position changes, an OA, OIG, or a component of OST must submit documentation as described in DPM Chapter 213, Appendix B-1 (a). Since a Schedule C exception is revoked immediately when a position becomes vacant, a change in incumbency of a Schedule C position will require the reestablishment of the position. Similarly, the reassignment of a Schedule C employee will require either the establishment or reestablishment of the newly proposed position.

(2) If there is a change in grade level of a Schedule C position only because of greater responsibility, without any other essential change, the prior approval of OPM is not required. However, proposed promotions of Schedule C employees must be approved by the Deputy Secretary. An OA, OIG, or a component of OST must submit documentation as described in DPM Chapter 213, Appendix B-1 (a).

Requests for promotion must meet the following criteria:

- (a) the incumbent must be satisfactorily performing higher level duties;
- (b) the incumbent must have held his/her current grade level for at least 1 year at the time of the request; and

(c) unless special individual circumstances warrant an exception, a promotion may only be proposed at one-grade interval unless the position is classified in a two-grade interval series below the GS-11 level.

Requests which do not meet the above criteria should be rare and must be adequately justified.

(5) The removal of a Schedule C employee requires the approval of the Deputy Secretary. An Administrator, the IG, a Departmental Officer, or a Deputy to one of these officials should consult directly with the Deputy Secretary on proposed removals. After consulting with the Deputy Secretary, proposed letters of removal must be coordinated with the operating personnel office, prior to submission to M-13, along with four copies of OPM Form 1019 on the affected position. A proposed letter of removal must be approved by M-13 before it is issued to the affected employee.

**c. Temporary Schedule C Authority for positions at the GS-15 grade level and below during a Presidential transition or as a result of changes in Department or agency heads, or at the time of the creation of a new Department or agency.**

In proposing to utilize Identical Temporary Schedule C (ITC) or New Temporary Schedule C (NTC) appointing authorities, when permitted, although prior OPM approval is not required, the same internal procedures for requesting permanent Schedule C positions apply. Audit records on the use of ITC or NTC appointing authorities will be maintained by M-13.