



Forest
Service

Washington
Office

1400 Independence Avenue, SW
Washington, DC 20250

File Code: 6130
Route To: (5700)

Date: August 31, 2007

Subject: Approval to Waive 1039 Limitation

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy
Chiefs

The Office of Personnel Management (OPM) has approved our request to waive the 1039-hour limitation for approximately 2,500 temporary seasonal Forest Service employees. The waiver is valid through December 31, 2007, and will enable these employees to work more than 1039 hours in a service year and continue to be excluded from the time limits in 5 CFR 213.104(b)(1) and 316.401(c). Please note that this exception was granted for the purpose of covering Forest Service employees who are in *seasonal 1039 positions involved in assisting with critical wildland fire suppression needs only*. No other employees are to be included. A copy of the letter from OPM, which officially grants this waiver, is enclosed and should be placed in the Official Personnel Folder (OPF) of each affected employee.

Albuquerque Service Center-Human Capital Management (ASC-HCM) has modified their off-boarding process to identify employees who have exceeded their 1039 hour limitation. ASC-HCM 6130 letter, dated August 13, 2007, provides instructions to unit managers on the off-boarding process and instructs managers to record employee separation data on a spreadsheet. This spreadsheet has been updated to include a column to identify employees who have exceeded their appointment limitation. The updated spreadsheet is posted on the ASC-HCM website under "What's New." Managers who choose to initiate separation actions via EmpowHR, instead of the spreadsheet, should provide a note in the Justification Block that the employee has exceeded the appointment limitation. ASC-HCM will file the copy of OPM's letter in the employee's electronic OPF. For units where human resources (HR) services have not migrated to the ASC-HCM, managers should include a copy of the OPM letter in the termination-of-appointment package they provide to their servicing HR office.

If you have additional questions or need further assistance, please contact Lisa Gibson at (703)605-0861 or lgibson@fs.fed.us or Gloria Banks at (703)605-4834 or gbanks@fs.fed.us.

/s/ Joan M. Shelly (for)
KATHLEEN D. BURGERS
Director of Human Capital Management

Enclosure

cc: Tom Harbour



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