

6 Legislation on veterans preference requires the Commission to establish regulations for appointing and separating employees in the excepted service. They are covered in part 302 of FPM Supplement 990-1, book 3, and FPM chapter 302. The head of the agency is responsible for seeing that these regulations are observed. Certain types of positions to which appointments are exempted from these requirements are discussed in subchapter 1-2b, FPM chapter 302.

7 An agency may submit to the Commission a system for making appointments that does not conform to the procedural requirements of part 302. The Commission must give prior approval before such a system may be put in effect.

(b) Coverage

The inspector should cover excepted appointments when they occur in the regulatory sample if he sees a need to review such actions.

(c) Factfinding Techniques and Sources of Information

1 Ascertain whether prior Commission approval for excepting positions was secured when required or whether an agreement exists between the agency and the Commission allowing the agency to appoint subject to postaudit.

2 Examine legal authorities cited in appointment actions to determine whether, in each case, the position is properly included under the authority. If the Commission's prior approval was not necessary, examine the duties of the position by review of job sheets, or other available material and discussion with persons familiar with the duties to determine that the position is one properly filled under the authority.

3 Review appointment records to determine that appointees to attorney positions are members of the bar. (For other special instructions on review of attorney positions see section 4-2-c (5.02), page 4-2-29 of this supplement.)

4 Examine authority for excepted appointments for time limitations imposed to insure that no employees are serving in excess of the term permitted.

5 Determine that appropriate procedural requirements have been met.

(d) Onsite Inspection Action and Specialized Reporting Instructions

1 When an excepted appointment, which by nature of the authority used requires prior Commission approval, has been made without securing this approval, require submission of the appointment to the appropriate Commission office for decision.