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October 11, 2005

To: National Leadership Council

From: Director

Subject: **Revised Procedures for GS-13, GS-14, and GS-15 Selections**

To meet the challenges and to take advantage of the opportunities that lie ahead of us as an organization, it's important that we work together to build a strong and diverse management team. We will build this team by conscientiously recruiting and hiring people with diverse talents, interests and backgrounds. I am instituting a hiring process that will consistently include WASO, and will introduce new hires to NPS and DOI operations here in Washington, DC.

The attached page outlines the process for placement at the following grades and positions:

- GS-13 through GS-15 Superintendents (Park Managers)
- Deputy and Assistant Superintendents
- Associate Regional Directors
- GS-15 Program Managers

We will review your recommendations and confirm with you as quickly as possible.

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#### Appointment Review Process for Key Leadership Positions

GS-13 through GS-14: Superintendents, Assistant Superintendents, Deputy Superintendents

BEFORE notifying or making a job offer to a candidate:

- Regional Director identifies the candidate to the Director through the Deputy Director for Operations. The Regional Director submits a hiring package including: (1) a copy of the certificate of eligibles, and the top three candidates, their current titles, series and grades, and current places of employment, and (2) a statement of the person's achievements and experience; competencies and potential for management excellence; and ability to lead employees in achieving the NPS Legacy Goals, the Secretary's 4Cs and the President's Management Agenda.

GS-15: Superintendents, Assistant and Deputy Superintendents, Associate Regional Directors and Program Managers

BEFORE notifying or making a job offer to a candidate:

- Regional Director selects desired candidate and forwards to the Director through the

Deputy Director for Operations the usual hiring request controls package including the items indicated above for GS-13 and 14 positions.

- An appointment will be made for the selected candidate to interview with the Director and Deputy Directors. The Deputy Director for Operations will facilitate an appointment for the desired candidate to be introduced to WASO leadership and the Assistant Secretary for Fish, and Wildlife, and Parks.
- The hiring request controls package will be delivered to the Assistant Secretary's Chief of Staff for appropriate signatures then forwarded to the WASO Office of Human Resources for appropriate action and follow up.