

## CHAPTER 2. ROLES AND RESPONSIBILITIES

- 2.1** The Assistant Secretary for Administration and/or the Chief Human Capital Officer or designee is responsible for the administration of this policy. Approval to deviate from this policy must be obtained from the Assistant Secretary for Administration and/or the Chief Human Capital Officer or designee.
- 2.2** The Director of the Recruitment and Staffing Division (RSD) will:
- a. Review and evaluate individual requests from the Program Office to ensure they meet all of the requirements of this Handbook;
  - b. Recommend approval or disapproval to the Director, HCS, for each request;
  - c. In coordination with the appropriate RSD Branch Chief and/or the appropriate Human Resources (HR) Specialist:
    - i. Request initial preparation of an SF-144A, Statement of Prior Federal Service Worksheet by the appropriate HR Specialist, to show the amount of annual leave being recommended to be credited to potential employee, as part of the request package going to the Director, HCS, for review;
    - ii. Advise the appropriate RSD Branch Chief and/or the appropriate HR Specialist when the Director, HCS has approved a request under this Handbook, to ensure that the appropriate paperwork is prepared timely and that the employee receives the additional service credit at time of appointment. See Paragraph 3.1 (4.) b. for additional information.
- 2.3** The Director, Human Capital Services (HCS) will:
- a. Advise the Chief, Human Capital Officer or his/her designee, on all aspects of the Department's policy for creditable service for annual leave accrual purposes when filling mission-critical positions, as reflected in this Handbook.
  - b. Ensure that this policy is implemented consistently throughout HUD and is communicated to management.
  - c. Provide administrative support and establish controls to ensure effective implementation of the policy.
  - d. Provide quarterly reports to OSS, POD, Policy Development Branch (PDB) on the use of this program.

2.4 The Chief, Policy Development Branch (PDB) will:

- a. Conduct program oversight of operations.
- b. Submit reports to OPM, if required and recommend changes as necessary to ensure responsible administration of the policy.

2.5 The Assistant Secretary (AS) or General Deputy Assistant Secretary (GDAS) of each Program Area (Housing, Public and Indian Housing, Community Planning and Development, etc.) is responsible for encouraging appropriate use of this authority by his/her managers in the various Regional and Field Offices and for monitoring its use for consistency with the Program Area's human capital strategies, strategic plans and organizational goals.

1. The AS or GDAS of each Program Area will designate a key member of his/her staff who will be responsible for:
  - a. Coordinating with selecting officials to ensure that only candidates selected for important mission critical positions in HUD who possess a high level of directly related work experience in non-federal or active duty military service are referred for consideration under the conditions of this Handbook.
  - b. Ensuring that the justification fully meets the criteria cited in this Handbook.
  - c. Submitting the completed request to the Director, RSD for consideration, **no less than seven (7) work days** prior to a selectee's tentative reporting date at HUD.
2. A Selecting Official, who wishes to have a candidate whom he/she has **tentatively** selected for a mission critical position to be considered for creditable service under this Handbook, shall prepare the required justification, along with all necessary documentation, as cited in this Handbook for review and approval **at least seven (7) work days prior** to any final arrangements for the candidate's official reporting date at HUD. The Selecting Official shall work closely with the servicing HR Specialist to determine a reasonable reporting date for the candidate, and to coordinate processing of the request package as required by this Handbook. **Retroactive approvals will NOT be given, and late/incomplete submissions will be returned without action.**