



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Monday, January 22, 2001  
MSG-010

**MEMORANDUM FOR: Human Resources Directors**

FROM: K. Joyce Edwards, Director, OERM

Subject: QRB Case Processing

In accordance with 5 C.F.R. 317.502(d), we are suspending the processing of Qualifications Review Board (QRB) cases from agencies where the agency head's appointment remains pending. This is done as a courtesy to the new agency head to preserve their flexibility to make executive resource decisions.

As in the past, OPM will consider requests for exceptions to this moratorium on a case-by-case basis. Requests must be endorsed by a representative of the new Administration and should address such factors as:

- the organizational level of the vacant position,
- the degree to which the proposed incumbent would be involved in policy matters,
- the likelihood that the new agency head would want to be personally involved in the selection process, and
- how long it will be until an agency head is appointed.

If your new agency head has been appointed, we will assume that future QRB cases have his or her endorsement. However, we will not process pending cases without written confirmation that the new agency head supports the nomination. Unless we receive this written confirmation by January 31st, we will return pending QRB cases, without action.

Questions on the processing of QRB cases should be addressed to your SES Agency Officer or Daliza Salas, Director, SES Staffing Center. They can be reached at (202) 606-2246.