



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Wednesday, January 28, 2009

**MEMORANDUM FOR: Heads Of Executive Departments And Agencies**

FROM: Kathie Ann Whipple Acting Director

Subject: Qualifications Review Board (QRB) Case Processing

On December 19, 2008, the U.S. Office of Personnel Management (OPM) imposed a Governmentwide moratorium on Qualifications Review Board (QRB) Case Processing. Since the inauguration of President Barack Obama, a number of agency heads have been confirmed. For those agencies, OPM recognizes the need to move forward with critical staffing decisions, and therefore is lifting the Governmentwide QRB moratorium. In accordance with 5 CFR 317.502(d), we will continue suspending the processing of 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 the moratorium for individual agencies on a case-by-case basis. Requests must be endorsed by the Acting Head of the requesting agency 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 selections 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 Wednesday, February 4, 2009, we will return pending QRB cases without action.

Questions on the processing of QRB cases should be addressed to Glenda Haendschke, Acting Manager, Executive Resources Services Group at 202-606-1255 or by email at [glenda.haendschke@opm.gov](mailto:glenda.haendschke@opm.gov).