

Civilian Position Control Board Process

Civilian Position Control Board (CPCB) Roles & Responsibilities

1. A civilian hiring/promotion control board composed of CG-12 and CG-8D reviews and approves/disapproves all hiring pause waiver requests. Approval of a hiring waiver authorizes the Office of Civilian Human Resources (CG-121) to recruit for positions (i.e., permanent, temporary, term, excepted, competitive).
2. The Board will also review and approve/disapprove waivers for other position actions including conversions to other appointments, reassignments, promotions (excluding career ladder promotions), accretion of duties promotions, temporary promotions, and details.
3. Upon notification of selection of an individual for an approved vacancy, the Board will consult with CG-83 to determine if funds remain available and convey the hiring approval or disapproval decision.
4. CG-121 serves as an advisor and executive agent. CG-83 will provide funds certification. The Executive Assistants/Chiefs of Staff for CG-09, DCMS, DCO, LANT, and PAC will advise the Board of the prioritized highest needs within their AORs.
5. If planned savings materialize, there may be an ability to restore hiring internal to the Service (i.e. filling a vacancy by hiring a current Coast Guard employee). The Board will maintain a priority listing of vacancies and authorize CG-121 to recruit for positions based upon FTE usage.
6. If budget savings occur as we go through the second quarter of FY-2014, Resource Management Offices (RMOs) may be given FTE caps for the remaining months of the year and be allowed to fill some vacancies within those caps based on RMO priorities. Under this scenario, the Board will regularly monitor the FTE usage to ensure that FTE caps are not exceeded. In the event that an FTE cap must be exceeded, the RMO must submit a VCG, DCO, DCMS, LANT, or PAC approved request to the Board explaining the compelling need and extreme circumstances that require exceeding the established cap.

Ground Rules - Hiring Pause – Coast Guard-Wide

1. This process applies to all appropriated funded civilian positions throughout the Coast Guard regardless of funding source (AFC-08, AC and I, etc.).
2. The National Capital Area hiring freeze guidelines for 2013 are no longer being used. The CPCB and the CPCB processes supersede the existing Senior Management Group and processes used for the National Capital Region hiring freeze. Previous waiver requests/approvals granted by the Senior Management

Group became invalid on 12 November 2013 and must be resubmitted using the CPCB procedures below.

3. The AC&I hiring freeze remains in effect. Commands must obtain an AC&I hiring freeze waiver from DCMS-81 prior to submitting a request for an exception to the hiring pause.
4. Firm job offers made by the Office of Civilian Human Resources Operations Division (CG-1211) by 12 November 2013 will be honored.
5. Commands shall submit waiver requests in memorandum format for all current or future recruitments, reassignments, non-career ladder promotions, and details along with the accompanying paperwork in accordance with the CPCB exception procedures outlined below. While waiver approvals will be very limited for any hires based on projected FY14 funding, the CPCB must monitor and prioritize vacancies to ensure that hiring actions are in the pipeline so that hires can be made quickly as resources are forecast to become available. Waiver requests should be sent to the following email address: HiringRequests@uscg.mil

CPCB Exception Procedures

1. There will be no blanket exceptions.
2. Exception requests are sent in memorandum format from the command/office requesting the waiver action to CG-1211, along with a justification and approval from the responsible RMO with Flag/SES approval/endorsement. Justification requests must include an SF-52, an OF-8, and a position description. Justifications for exceptions to recruit must include:
 - a. A description of the mission impact of:
 - i. Not filling the position,
 - ii. Leaving the position vacant for up to 18 months, and
 - iii. Total number of vacancies in the positions work group and impact of additional vacancies.
 - b. If the position has been vacant for longer than 6 months, an explanation as to why the position has not been filled.
3. CG-1211 will conduct an initial review and provide the package to the CPCB for approval or disapproval of the hiring pause waiver.
4. In their consideration of exception requests, the CPCB will primarily consider:
 - a. Mission impact that cannot be mitigated by deferring duties, work schedule changes, use of military personnel, less costly overtime, or re-employed annuitant options in determining whether or not to grant waivers;
 - b. Impact to life, health, safety, and security;

- c. Total mission failure of the workgroup functionality; and
 - d. Meeting the fiscal goals provided by the Vice Commandant for FY-2014.
 - e. If funds are not available, a waiver cannot be granted.
5. Upon notification of selection of a candidate, CG-121 will coordinate with (1) the CPCB to ensure the position remain at the level of prioritization to authorize a fill and (2) CG-83 to confirm that funds are available to make the offer. CG-121 will also inform the CPCB and CG-83 if the command requests a superior qualifications appointment. For those positions authorized to fill, entrance on duty dates must be established within the timeframes provided by the CPCB. If candidates are not available within the established timeframes, the job offers will not be finalized.
 6. The Board will notify commands/offices of exception request approvals via memo. Exception requests will remain in a pending status until approval memos are issued.
 7. Some vacancies created by this process will be used to provide placement opportunities for employees whose billets are impacted by FY-2013 reductions. CG-1211 will make those determinations and advise the CPCB that the position cannot be advertised and will be filled by an employee in an impacted billet.
 8. The CPCB will meet in person on a weekly basis to address any open vacancies at the time the hiring pause is implemented. The frequency and format of the meetings may be adjusted by the Board.