

CERTIFICATION FOR USE OF PRIVATE SECTOR TEMPORARIES

In approving the use of a private sector temporary, I have considered the requirements of law, relevant decisions of the Comptroller General, Office of Personnel Management regulations and Department policies and instructions. More specifically, I have satisfied myself that:

1. The services of a private sector temporary are necessary to accomplish the following work:

Title/Series/Grade of Work to be Performed

If Applicable, Name of Former or Current OD Employee Who Performed the Work

2. The services of a private sector temporary are necessary because (check one):

— The permanent incumbent who performs this work is absent for a temporary period due to personal need including emergency, accident, illness, parental or family responsibilities or mandatory jury service.

— A critical need exists to carry out work for a temporary period which cannot be delayed. The critical tasks and justification for the critical need are:

3. The services requested will not be used to fulfill the duties normally assigned to an individual in the Senior Executive Service or to satisfy requirements for work of managerial or supervisory positions.
4. The services are not being used merely to cover an employee's vacation period or for any other noncompelling reason or noncritical need.
5. The services are not being used in lieu of regular recruitment and hiring procedures or in lieu of appointing a surplus or displaced Federal employee as required by 5 CFR part 330, subpart F (Agency Career Transition Assistance Plan for Displaced Employees) and subpart G (Interagency Career Transition Assistance for Displaced Employees).
6. The need cannot be met with current employees who could be spared to do the work.

7. I have verified with the Office of Human Resources Management that (check all):
- _____ The need cannot be met by former employees available on the agency's Reemployment Priority List. The RPL has been cleared on _____.
 - _____ There are no applicants for temporary Federal employment and no disabled veterans with compensable service-connected disability of 30 per cent or more available within the time frame and for the duration needed. The appropriate register has been cleared on _____.
8. The use of the temporary service will not circumvent the controls on employment levels. (Agencies cannot use temporary services merely due to a hiring freeze or to circumvent FTE levels.)
9. Temporary help services employees may not be considered or treated as Federal employees for any purpose.
10. Private sector temporary employees may only work under the following circumstances:
- a. A temporary help services firm(s) may be used in a single situation for no more than 120 work days initially with an extension of an additional 120 work days.
 - b. An individual employee of a temporary help services firm may work at a major organizational element of an agency for up to 120 work days in a 24-month period beginning with the first day of the assignment.
 - c. An agency may make an exception for an individual to work up to a maximum of 240 work days in a 24-month period only when the agency has determined that using the services of the same individual for the same situation will prevent significant delay in carrying out critical work.

Approving Official's Signature and Title

Date

Requisition/Purchase Order Number