



FEMA

U.S. Department of Homeland Security
Washington, DC 20472

December 19, 2016

MEMORANDUM FOR: Marcie Roth
Senior Advisor, Disability Issues

FROM: Elizabeth A. Hough
Director, Talent Acquisition Division

SUBJECT: Schedule C Appointment

The purpose of this memorandum is to notify you that you have been returned to your position as a Senior Advisor, Disability Issues appointed under Schedule C in the Office of External Affairs with an effective date of February 28, 2010.

On February 28, 2010, you were non-competitively converted to a Senior Advisor, Disability Coordinator on a Schedule A (Persons with Disabilities) appointment and subsequently non-competitively converted to a Career-Conditional appointment in the competitive service on February 28, 2012. In response to a DHS data call requesting that FEMA review its political appointees, it was discovered FEMA had not complied with the OPM memo regarding [political appointees](#) dated November 5, 2009, when appointing you to the Schedule A position. The memo requires OPM approval before selecting a current or recent political appointee for a competitive service or non-political excepted service position. FEMA submitted a retroactive request for approval from OPM, which was subsequently denied. OPM is requiring FEMA to place you back into your original Schedule C position mentioned above.

As a result of compliance with this request, you will see multiple actions uploaded to your eOPF, to include the cancellation of the following personnel actions:

- Conv to Excepted Appt NTE 2/27/2012, effective 2/28/2010, Senior Advisor, Disability Coordinator, OEA
- Conv to Career Cond Appt, effective 2/28/2012, Senior Advisor, Disability Coordinator, OEA
- Change in Career Tenure, effective 2/28/2013
- Realignment to Office of the Administrator, effective 4/21/2013

Additionally, in accordance with [Presidential Memorandum – Freeze Discretionary Awards, Bonuses, and Similar Payments](#) dated August 3, 2010, all cash awards on or after August 3, 2010 have been cancelled. With the cancellation of these awards, you will receive bills for collection broken down by the year the award was given, with an estimated gross amount of \$13,870.00

In addition, you are required to comply with the attached guidance, as well as all forthcoming guidance regarding political appointees, to include submission of your resignation by December 20, 2016. If you have any questions I can be reached on (540) 686-3206.