

# Department Restriction of Appointment (DROA) Process,

Continued

**Timeline**

This chart provides the approximate timeline which will be followed as part of the DROA process:

Date	Step
11/5/03	<ul style="list-style-type: none"> <li>• Memo to program requesting organization charts and notifying them of the internal hiring freeze and DROA process.</li> <li>• Memo to DROA employees informing them of DROA process.</li> </ul>
11/14	Organization charts due to OHR.
11/14-12/5	Effective date of internal hiring freeze begins close of business on 11/14.
11/17-11/21	Meet with programs to go over their vacancies.
11/24-12/5	Position/employee placements listing completed.
12/5	Placement letters sent to employees/programs.
12/15/03	Effective date of placements.

**Resources needed**

The following documents and resources are required as part of this process. The information included in these resources shall be as up-to-date as possible.

Item	Responsibility
Organization charts	Program
Essential functions duty statements	Program
Vacancy listing	OHR/Program
Listing of positions vacant 6+ mo.	OHR
Listing of positions on reduction plan	OHR/Program
Employee seniority scores	OHR