UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Workforce Management Office

MEMORANDUM FOR: Workforce Management Office Staff

NOV 0 9 2018

FROM: Kimberlyn Bauhs
Director, Workforce Management Office

SUBJECT: Delegation of Authorities and Responsibilities

The purpose of this memorandum is to re-delegate authority within the Workforce Management Office (WFMO) to make personnel management decisions, administer personnel programs and activities, and effect personnel actions with respect to client servicing matters as a result of the transition to Enterprise Services. This delegation focuses on matters that require authorization, clearance, or substantive review by the WFMO. This delegation does not pertain to managerial delegation of authorities associated with the administrative management of WFMO programs and resources (such as budget and staffing, facilities and equipment, or program management).

In accordance with DAO 202-250, Delegation of Authority for Human Resources Management, (effective date April 30, 2009), this memorandum ensures consistency and proper application of signatory delegations within the WFMO.

Effective on the issuance date of this memorandum, the authority to sign personnel management decisions, programs and activities, and personnel actions with respect to approvals is delegated to WFMO staff as outlined in the attached Exhibit 1. This represents the lowest levels of authorization within the WFMO. Delegations may not be made to organizational or position levels below those indicated. Organizational or position levels above those indicated have equal delegated authority. For example, authorities given to Human Resource Assistants are also held by their supervisors located at higher levels in the organization. All signature authorizations are subject to higher level review upon request. Delegations are identified for categories of staff, (e.g., Human Resources Assistant, Human Resources Business Advisors, Benefits Assistant, etc.). Where listed human resources programs are identified for categories, program manager coordination may be required in order to obtain requested authorization at any level.

A. Responsibilities Reserved for the WFMO Division Directors — Evaluate federal human resources initiatives, legislation, programs and policies, and Departmental policies and authorities to determine the potential effect on client service operations and to make delegation recommendations to the Director, WFMO.

B. Responsibilities Reserved for the WFMO Human Capital Policy Division — Document WFMO delegations in a retrievable format and/or develop and or support the development of delegations and standard operating procedures that clarify various authorities and responsibilities as appropriate.

C. Responsibilities Reserved for the WFMO Division Directors and Subordinate Supervisors — Document in writing any restrictions to or deviations from these delegations. WFMO Division Directors and subordinate supervisors may withdraw or increase individual delegations based on the knowledge, experience, and competence of individual staff members.

D. Responsibilities Reserved for the WFMO Staff — In the exercise of day-to-day functions, carry out HR operations that:

   a. Ensure compliance with referenced documents and other WFMO and/or Department guidance when using delegated authorities;

   b. Seek advisory services from the Human Capital Policy Division staff as necessary for cases that are complex, controversial, or precedent-setting; and

   c. Ensure completed staff work when submitting cases for higher level approval.

E. Responsibilities Reserved for the Approving Officials — Request advisory opinions from the Human Capital Policy Division when necessary.

The attached chart is a living document. New and existing human resources policies and programs designating signatory delegations within the WFMO and that have WFMO-wide or client services-wide application should be submitted to the Human Capital Policy Division for inclusion in future revisions.

Please contact the Director, WFMO Human Capital Policy Division, with any questions regarding this delegation of authority.

Attachments:

- Delegation of Authority Form
- Exhibit 1, Delegation of Authorities & Responsibilities for Client Services Chart

DELEGATION OF AUTHORITY FROM
THE UNDER SECRETARY OF COMMERCE FOR OCEANS AND ATMOSPHERE
DELEGATIONS OF AUTHORITY

TYPE OF ACTION: Add_____ Change ___X____ Abolish _____

AUTHORITY DELEGATED TO: Workforce Management Office

TYPE OF AUTHORITY: Administrative

AUTHORITY TO DO WHAT: Make personnel management decisions, administer personnel programs and activities, and effect personnel actions with respect to client servicing matters. This delegation aligns authorities and responsibilities at the lowest levels of authorization to ensure consistency and proper application of signatory delegations within the WFMO.

RESERVED AUTHORITY: No further delegation unless approved by the director, Workforce Management.

EFFECT ON OTHER DELEGATIONS: Revises Delegations of Authorities and Responsibilities, TM #97 dated April 13, 2018, and its associated Exhibit.

CLEARANCE BY: 10/24/18
NOAA General Counsel Date

APPROVING OFFICIAL: 11/9/18
Director, Workforce Management Date

Exhibit 1

NOAA WORKFORCE MANAGEMENT
DELEGATION OF AUTHORITIES AND RESPONSIBILITIES FOR CLIENT SERVICES
Revised effective: October 2018

Lowest Levels Of Signatory Authority		WFMO Director	WFMO Deputy Director	CSD Director	HR BPs	Benefits Branch Chief	HR BAs	Workforce Relations Division Director	ER/LR Specialist	Benefits Specialist	Benefits Assistant	HR Assistant	Reasonable Accommodation Coordinator	Payroll Supervisor	Payroll Technician	Chief Classifier	Pathways Programs Coordinator	Enterprise Services	Notes
Type	Form																		• See end of document for clarification
ACTION DOCUMENTS WITH NUMBERED FORMS																			
Payroll Action Request	AD-343				✓	✓													Initiated by HR Assistant
Probationary or Trial Period Report	CD-35											✓							Signed by LO/SO Supervisor
Separation Clearance Certificate (no indebtedness)	CD-126					✓					✓								
Separation Clearance Certificate (with indebtedness)	CD-126										✓								
Request for Authorization of Travel/Moving Expenses	CD-150						✓												
Merit Program Certificate	CD-262						✓												
Probationary Period for New Supervisors/Managers	CD-352											✓							
Guest Worker Agreement	CD-428						✓												
Pathways Agreement with School/Student	CD-476																✓		School Agmts-Pathways central file Requires review from Program Coordinator
Position Classification Certification	CD-516						✓												Non-APS/Non-PD Library
Lump Sum Leave/Comp Time Payments	CD-529										✓							✓	AD-581 form also used (Signed by LO/SO)
Personal Identity Verification (PIV) Request	CD-591											✓							
Employment Eligibility Verification	I-9											✓							
Application for 10-point Veteran's Preference	SF-15						✓												
Request for Personnel Actions (Approval of Action)	SF-52										✓	✓							
Appointment Affidavits	SF-61						✓					✓							
Request to Pass Over Preference Eligible	SF-62	✓																	Requires DOC Approval (CS Reg→CSD→Dir→DOC)
Request to Pass Over Preference Eligible (30%)	SF-62	✓																	Requires OPM Approval (CS Reg→CSD→Dir→DOC)
Request for Preliminary Employment Data	SF-75														✓				
Questionnaire for Non-Sensitive Positions	SF-85											✓							Signed by Employee/Applicant
Questionnaire for Public Trust Positions	SF-85P											✓							Signed by Employee/Applicant
Questionnaire for Sensitive Positions	SF-86											✓							Signed by Employee/Applicant
Request for Official Personnel Folder	SF-127																	✓	
Request for Military Records	SF-180										✓								
ACTION DOCUMENTS WITHOUT NUMBERED FORMS																			
NOAA Administrative Orders (HR Related)		✓																	Requires USEC signature (OCAO→USEC)
NOAA Circulars (HR Related)		✓																	
HR Guidance Bulletins		✓																	
Standard Operating Procedures		✓																	

• Checkmark indicates the responsible party either for signature or follow up with appropriate party for signature (i.e., LO, Immediate Supervisor, etc.)

Exhibit 1

NOAA WORKFORCE MANAGEMENT
DELEGATION OF AUTHORITIES AND RESPONSIBILITIES FOR CLIENT SERVICES
Revised effective: October 2018

Lowest Levels Of Signatory Authority		WFMO Director	WFMO Deputy Director	CSD Director	HR BPs	Benefits Branch Chief	HR BAs	Workforce Relations Division Director	ER/LR Specialist	Benefits Specialist	Benefits Assistant	HR Assistant	Reasonable Accommodation Coordinato	Payroll Supervisor	Payroll Technician	Chief Classifier	Pathways Programs Coordinator	Enterprise Services	Notes
Type	Form																		• See end of document for clarification
BENEFITS AND RETIREMENT																			
Agency Certification - Reassign/Accommodation Efforts													✓						
Death packages										✓									
Desigation of Beneficiary Forms											✓	✓							EOD only; otherwise to Benefits Assistant
FEHB, FEGLI & TSP (Designated Forms)											✓	✓							
LWOP Letter for Benefits											✓								
Retirement packages										✓									
Retirement Coverage Determination Letters (FERCCA)										✓									
Retroactive TSP Contributions Memo										✓									
CLASSIFICATION AND POSITION MANAGEMENT																			
Validation of PDs							✓												
Accretion of Duties Promotions							✓												
Precedent Setting or Controversial Class Determinations																✓			
EMPLOYEE/LABOR RELATIONS																			
FOIA Requests		✓																	
FOIA Disapprovals		✓																	
Request for Medical Documentation									✓										
Response to Congressional Inquiries		✓																	
Settlement Agreements		✓																	
Union Dues Approvals (Withdrawals/Terminations)									✓										
Union Dues Processing (Withdrawals/Terminations)									✓									✓	
DAO 202-955 (Prohib. Harassment) Inquiry Closeout Memo								✓											
Drug Free Workplace Individual Notice		✓																	

• Checkmark indicates the responsible party either for signature or follow up with appropriate party for signature (i.e., LO, Immediate Supervisor, etc.)

Exhibit 1

NOAA WORKFORCE MANAGEMENT
DELEGATION OF AUTHORITIES AND RESPONSIBILITIES FOR CLIENT SERVICES
Revised effective: October 2018

Lowest Levels Of Signatory Authority		WFMO Director	WFMO Deputy Director	CSD Director	HR BPs	Benefits Branch Chief	HR BAs	Workforce Relations Division Director	ER/LR Specialist	Benefits Specialist	Benefits Assistant	HR Assistant	Reasonable Accommodation Coordinator	Payroll Supervisor	Payroll Technician	Chief Classifier	Pathways Programs Coordinator	Enterprise Services	Notes
Type	Form																		• See end of document for clarification
PAY AND COMPENSATION																			
Advances in Pay - New Employee		✓																	DOC Policy states Head of Operating Unit (NOAA Administrator)
Advances in Pay - Evacuation		✓																	NOAA Administrator must approve Evacuation Pay and Allowances
Annual Leave Enhancement - Credit for Non-Federal Service					✓														
Annual Leave Enhancement - Addition of Position Category				✓															Recommendation by BP
Court Ordered Child Support/Alimony Payments																		✓	
Garnishments																		✓	
Pay Check - Request for Issuance of Replacement																		✓	
Premium Pay Determinations (Hazard, Envrmnt'l, etc.)					✓														HR Specialist review only
Highest Previous Rate Determinations (HPR)					✓														
Quick Service Wires																		✓	
Waiver Request for Dual Compensation (Reemployed Annuitant)		✓																	Requires DOC approval (CS Region→CSD→Dir→DOC)
Waiver of Overpayment		✓																	CFO Concurrence on approvals (not denials) NOAA Administrator on appeal or disagreement between WFMO and CFO
Reduction/Termination/Cancellation of Debt	AD-3041													✓					ES Tower (DOC oversight)
Public Service Loan Forgiveness Employment Certification																		✓	Employment verification
Salary Over Time (OT) Pay Cap Waiver (Biweekly Premium)		✓																	Emergency response only

• Checkmark indicates the responsible party either for signature or follow up with appropriate party for signature (i.e., LO, Immediate Supervisor, etc.)

Exhibit 1

NOAA WORKFORCE MANAGEMENT
DELEGATION OF AUTHORITIES AND RESPONSIBILITIES FOR CLIENT SERVICES
Revised effective: October 2018

Lowest Levels Of Signatory Authority		WFMO Director	WFMO Deputy Director	CSD Director	HR BPs	Benefits Branch Chief	HR BAs	Workforce Relations Division Director	ER/LR Specialist	Benefits Specialist	Benefits Assistant	HR Assistant	Reasonable Accommodation Coordinator	Payroll Supervisor	Payroll Technician	Chief Classifier	Pathways Programs Coordinator	Enterprise Services	Notes
Type	Form																		• See end of document for clarification
STAFFING																			
Basic Qualification Determinations							✓												
Certificates of Eligibles (EXC, MAP, TERM, TEMP, DE)							✓												
Certificate Extensions (M/DE) After Initial 20 Work Days					✓														LO/SO CO CFO/CAO 1st; DAA/CO DD 2nd req. LO/SO may redelegate internally in writing
Certificate Re-issue Within 180 Days for Additional Position					✓														
Checklist and Certification For Private Sector Temps							✓												
Conditions of Time Limited Appointment Memos					✓														
Conditions of Time Limited Promotion Memos					✓														
Conditions of Excepted Appointment Memos							✓												
CTAP - Non Selection				✓															Recommendation by BP
Assignments Outside of DOC (e.g., Details, IPA, etc.)		✓																	WFMO Dir. → OHRM Dir. (See SOP 334-1)
IPA Agreement/Certification of "Other Organization"		✓																	WFMO Dir. → OHRM Dir. (See PPM Guide 33-3)
Job Analysis							✓												
Offer of Employment Letters												✓							
Recruitment/Relocation Incentive• up to $10,000				✓															HR Spec Requests thru CS Region→CSD; recommendation by BP
Retention Incentives (all) & Recruit/Reloc over $10,000		✓																	HR Spec→CS Region→CSD→Dir→DOC
Repayment of Student Loan					✓														HR Spec Requests thru CS Region→CSD
RIF Requests to DOC		✓																	Requires DOC Approval (CS Region-CSD-Dir)
Selective Service Registration Exceptions				✓															HR Asst→CS Region→CSD→Dir→DOC→OPM; recommendation by BP
Superior Qualifications/Special Needs Determination				✓															Recommendation by BP
Student Volunteers - Information Memos							✓												
Transfers to International Organizations		✓																	Requires DOC Approval (CS Region→CSD→Dir)
VERA/VSIP Requests		✓																	HR Asst→CS Region→CSD→Dir→DOC→OPM
Pathways Conversion Request							✓										✓		Requires both parties review
Return Rights for Overseas Employees				✓	✓														Recommendation by BP

• Checkmark indicates the responsible party either for signature or follow up with appropriate party for signature (i.e., LO, Immediate Supervisor, etc.)