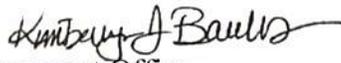




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Workforce Management Office

JAN 3 0 2017

MEMORANDUM FOR: Consulting Services Division

FROM: Kimberlyn Bauhs 
Director, Workforce Management Office

SUBJECT: Delegation of Authority for Approval of Personnel Management
Decisions and Actions

The purpose of this memorandum is to document the proper application of signatory delegations to make personnel management decisions, administer personnel programs and activities, and effect personnel actions with respect to approval of recruitment, relocation, and retention incentives to include leave enhancement creditable service for annual leave accrual, superior qualifications and special needs pay-setting, extension of certificate of eligibles beyond 30 days, repayment of student loans, and all other staffing personnel actions.

In accordance with NAO 202-250, NOAA Management Review Process for Human Resources (HR) – Related Delegated Authorities (effective date April 7, 1998), this memorandum re-delegates authority from the Workforce Management Office (WFMO) Staffing Division Director to the Consulting Services Division (CSD) Director and Human Resources Business Partners.

Effective on the issuance date of this memorandum, the authority to make personnel management decisions, administer personnel programs and activities, and effect personnel actions with respect to approvals is delegated to CSD. This represents the lowest levels of authorization and may not be re-delegated.

CSD will follow current policy guidelines in approving requests. Once management has submitted a written request to CSD, CSD will have 7 calendar days to respond to the request and render a decision. If CSD requests additional documentation, CSD will have 14 calendar days to render a decision. On a case-by-case basis, CSD may establish decision response dates beyond the 14-day period, as long as management is informed promptly.

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

Attachment

