



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of Human Capital Services

MEMORANDUM FOR: Office of Human Capital Services

FROM: Sean Clayton
Director
Office Human Capital Services

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SUBJECT: Delegation of Authorities and Responsibilities

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

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

Effective the issuance date of this memorandum, the authority to sign personnel management decisions, programs, activities, and personnel actions with respect to approvals is delegated to OHCS staff as outlined in the attached Exhibit 1. Exhibit 1 represents the lowest levels of authorization within the OHCS. ***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, 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 (e.g., Veterans/Special Emphasis Program Manager, Pathways Program Manager, Nursing Mother's Program Coordinator, Workforce Strategy Program Manager, etc.).

- A. Responsibilities Reserved for the OHCS Director — Provide human resources management advice and support to heads of operating units in the development of policies and programs in addition to the delivery of human resources services. Responsible for the development and management of all human resources policies and programs, and the delegation and re-delegation of authority to other officials.

- B. Responsibilities Reserved for the OHCS 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 OHCS Director.
- C. Responsibilities Reserved for the OHCS Human Capital Policy Division — Document OHCS delegations in a retrievable format and/or develop and or support the development of delegations and human resources policies that clarify various authorities and responsibilities as appropriate.
- D. Responsibilities reserved for the OHCS Division Directors and Subordinate Supervisors — Document in writing any restrictions to or deviations from these delegations. OHCS Division Directors and subordinate supervisors may situationally withdraw individual delegations based on the knowledge, experience, and competence of individual staff members.
- E. Responsibilities Reserved for the OHCS Staff — In the exercise of day-to-day functions, carry out HR operations that:
- a. Ensure compliance with referenced documents and other OHCS, Bureau, 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.
- F. Responsibilities Reserved for the Appointing Officer — Request advisory opinions from the Consulting Services Division when necessary.

Exhibit 1 is a living document. New and existing human resources policies and programs designating signatory delegations within the OHCS and that have OHCS-wide or client services-wide application should be submitted to the Human Capital Policy Division for inclusion in future revisions.

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

Attachments:

- TM #97 - OHCS DOA
- Exhibit 1. OHCS Delegation of Authorities & Responsibilities (2022)

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: Office of Human Capital Services (OHCS)

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 OHCS.

RESERVED AUTHORITY: No further delegation is authorized unless specifically approved by the OHCS Director.

EFFECT ON OTHER DELEGATIONS: Revises Delegations of Authorities and Responsibilities, TM #97 dated 09 November, 2018, and its associated Exhibit 1.

CLEARANCE BY:

SMITH.WALKER.BLEDSO Digitally signed by
E.1598737343 SMITH.WALKER.BLEDSOE.1598737343
Date: 2022.02.23 18:03:02 -05'00'

NOAA General Counsel Date

APPROVING OFFICIAL:

CLAYTON.SEAN.ME Digitally signed by
TRICE.1541717311 CLAYTON.SEAN.METRICE.1541717311
Date: 2022.05.04 09:40:50 -04'00'

Director, OHCS Date

Office of Human Capital Services
DELEGATION OF AUTHORITIES AND RESPONSIBILITIES
Revision: September 2022

Lowest Levels Of Signatory Authority		OHCS Director											Appointing Official	NOTES			
		HCPD Director	CSD Director	HR BP	HR BA	HR Assistant	Retirement & Benefits Branch Chief	Retirement & Benefits Specialist	Retirement & Benefits Assistant	Workforce Relations Division Director	ER/LR Specialist	Talent Acquisition Branch			Reasonable Accommodation Coordinator	Pathways Programs Coordinator	Enterprise Services
Type	Form																
ACTION DOCUMENTS WITH NUMBERED FORMS																	
Payroll Action Request	AD-343				✓	✓											Initiated by HR Specialist and Assistant
Probationary or Trial Period Report	CD-35				✓												Signed by LO/SO/FMC Supervisor
Separation Clearance Certificate (no indebtedness)	CD-126					✓		✓						✓			
Separation Clearance Certificate (with indebtedness)	CD-126							✓									
Request for Authorization of Travel/Moving Expenses	CD-150				✓												
Probationary Period for New Supervisors/Managers	CD-352				✓												
Guest Worker Agreement	CD-428				✓												
Pathways Agreement with School/Student	CD-476												✓				Requires review from Pathways Program Coordinator
Position Classification Certification	CD-516				✓						✓						Authorization for TAB Classifier. Note: For GS and FWS positions with exception of those in DOC OHRM Library. For CAPS, the manager delegated authority is to sign.
Lump Sum Leave/Comp Time Payments	CD-529							✓						✓			
Personal Identity Verification (PIV) Request	CD-591				✓												
Employment Eligibility Verification	I-9				✓												
Application for 10-point Veteran's Preference	SF-15				✓						✓						C/O TAB Recruitment Spec.
Request for Personnel Actions (Approval of Action)	SF-52				✓	✓		✓									
Appointment Affidavits	SF-61				✓	✓					✓						C/O TAB Classifier. Note: These are the <u>only</u> authorizations for signing this form. Reference: 5 U.S. Code § 2903.Oath; Authority to Administer.
Request to Pass Over Preference Eligible	SF-62	✓															Reference: HRB #245, FY20 , Process for Requests to Pass Over All Preference Eligibles for Competitive Service Positions and Excepted Service Positions Covered Under Title 5, U.S.C.
Request to Pass Over Preference Eligible (30%)	SF-62	✓															Requires OPM Approval. Reference: HRB #245, FY20 , Process for Requests to Pass Over All Preference Eligibles for Competitive Service Positions and Excepted Service Positions Covered Under Title 5, U.S.C.
Request for Preliminary Employment Data	SF-75										✓						Send request to inbox: noaa.75info@noaa.gov
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																	
HR Guidance Bulletins		✓															Review the HCPD HRGB Checklist for full approval
NOAA Administrative Orders (HR Related)		✓															Review the HCPD NAO Checklist for full approval
NOAA Circulars (HR Related)		✓															
Standard Operating Procedures		✓															Reference: SOP 001-02 , April 12, 2012

• Checkmark indicates the responsible party either for signature or follow up with appropriate party for signature.

Office of Human Capital Services
DELEGATION OF AUTHORITIES AND RESPONSIBILITIES
Revision: September 2022

Lowest Levels Of Signatory Authority		OHCS Director	HCPD Director	CSD Director	HR BP	HR BA	HR Assistant	Retirement & Benefits Branch Chief	Retirement & Benefits Specialist	Retirement & Benefits Assistant	Workforce Relations Division Director	ER/LR Specialist	Talent Acquisition Branch	Reasonable Accommodation Coordinator	Pathways Programs Coordinator	Enterprise Services	Timekeeper	Appointing Official	NOTES
Type	Form																		
BENEFITS AND RETIREMENT																			
Agency Certification - Reassign/Accommodation Efforts														✓					
Death packages								✓	✓										
Designation of Beneficiary Forms								✓											ES processes the beneficiary forms for EOD. ERB processes beneficiary forms for retirement packages
FEHB, FEGLI & TSP Forms								✓											
LWOP Letter for Benefits								✓							✓				
Retirement packages								✓											
Retirement Coverage Determination Letters (FERCCA)								✓											
Public Service Loan Forgiveness Employment Certification Form	OMB Form 1845-0110															✓			Reference: ES Payroll SOP , Student Loan Forgiveness, 03/15/21
Retroactive TSP Contributions Memo								✓											
CLASSIFICATION AND POSITION MANAGEMENT																			
Accretion of Duties Promotions					✓								✓						The Chief Classifier & the TAB Branch Chief have been authorized to approve accretion of duties promotions for GS positions, HRGB #1002 , Non-Competitive Promotions Based upon Reclassification Due to Accretion of Duties). Accretion of duties promotions for CAPS positions rests with the OPMB chair or designee.
Precedent Setting or Controversial Class Determinations													✓						C/O Chief Classifier
Validation of PDs						✓							✓						C/O TAB Classifier
EMPLOYEE/LABOR RELATIONS																			
DAO 202-955 (Prohibit. Harassment) Inquiry Closeout Memo											✓								
Drug Free Workplace Individual Notice		✓																	
FOIA Requests		✓																	
FOIA Disapprovals		✓																	
Request for Medical Documentation												✓							
Response to Congressional Inquiries		✓																	
Settlement Agreements		✓																	
Union Dues Approvals (Withdrawals/Terminations)													✓						
Union Dues Processing (Withdrawals/Terminations)													✓				✓		

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Type	Form																
PAY AND COMPENSATION																	
Advances in Pay - New Employee		✓															DOC Policy states Head of Operating Unit (NOAA Administrator) Reference: https://www.commerce.gov/hr/practitioners/compensation-policies/general-pay/advances-of-pay
Advances in Pay - Evacuation		✓															NOAA Administrator must approve Evacuation Pay and Allowances. Reference: NAO 202-1110 : Evacuation Pay, Pay Advances, and Special 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														✓			
Highest Previous Rate Determinations (HPR)					✓												
Pay Check - Request for Issuance of Replacement														✓			
Premium Pay Determinations (Hazard, Environmental, etc.)					✓												HR Specialist review only
Public Service Loan Forgiveness Employment Certification														✓			Employment verification
Quick Service Wires														✓			
Reduction/Termination/Cancellation of Debt	AD-3041													✓			ES Tower (DOC oversight)
Salary Over Time (OT) Pay Cap Waiver (Biweekly Premium)		✓															Emergency response only
Waiver Request for Dual Compensation (Reemployed Annuitant)		✓															Reference: HRB #241, FY20 , Reemploying Civilian Retirees Under the NDAA for Fiscal Year (FY) 2020 CFO Concurrence on approvals (not denials). NOAA Administrator on appeal or disagreement between OHCS and CFO. Submit to ES for debt cancellation, if approved.
Waiver of Overpayment		✓															

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																				Type
STAFFING																				
Assignments Outside of DOC (e.g., Details, IPA, etc.)		✓																		Reference: SOP 334-1; HRB #134, FY11 , Details, Assignments and Transfers to Approved International Organizations and IPA Mobility Assignments
Backdated Actions					✓															
Basic Qualification Determinations						✓														
Break in Pathways Internship Program by the Intern															✓					Justification/memo to be submitted to the Pathways Coordinator. HRGB #FY16-002, Pathways Program Guidance
Certificate Extensions (MAP/DE) After Initial 30 Work Days						✓							✓							Allow authorization to BAs/TAB for a 30 day max extension. To extend a cert beyond 60 days, submit through HRBP/Chief of TAB elevation process to DOC Chief Human Capital Officer or designee.
Certificate Re-issue Within 180 Days for Additional Position					✓															
Checklist and Certification For Private Sector Temps						✓														
Conditions of Excepted Appointment Memos																			✓	
Conditions of Time Limited Appointment Memos																			✓	
Conditions of Time Limited Promotion Memos																			✓	
CTAP - Non Selection					✓															Reference: HRB #153 , FY12 CTAP and ICTAP Evaluation and Clearance Process
DHA-Conservation addition of a program approval			✓																	
Extension of President Management Fellow Certificate requests															✓					
IPA Agreement/Certification of "Other Organization"		✓																		OHCS Dir. → OHRM Dir. Reference: HRGB #FY13-007 , Temporary Assignment of Personnel under the IPA; HRB #134, FY11 , Details, Assignments, and Transfers to Approved International Organizations, and IPA Mobility Program Assignments
Job Analysis						✓														
Offer of Employment Letters							✓													
Pathways Conversion Request						✓									✓					Requires both parties review
Reassignment Opportunity Notice						✓														
Recruitment/Relocation Incentive up to \$10,000					✓															Reference: HRB #247 , FY21, Recruitment, Relocation, and Retention Incentives Plan
Repayment of Student Loan					✓															Reference: NAO 202-957 , NOAA Student Loan Repayment Program
Retention/Recruit/Relo over \$10,000			✓																	Reference: HRB #247 , FY21, Recruitment, Relocation, and Retention Incentives Plan. Note: All retention incentives must receive concurrence through the CSD Director and final authorization from the NOAA Administrator.
Return Rights for Overseas Employees					✓															
RIF Requests to DOC		✓																		Requires DOC Approval (CS Region-CSD-Dir)
Schedule A(r) appointment memo					✓															HRGB #1000 , FY21, Appointing Interns and Fellows through Schedule A(r)
Selective Service Registration Exceptions			✓																	HR Asst→FMC→CSD→Dir→DOC→OPM; recommendation by BP
Student Volunteers - Information Memos						✓														Reference: HRGB #FY9-001 , NOAA Volunteer Program Operational Guidance
Superior Qualifications/Special Needs Determination					✓															Reference: SOP 531-1 , Superior Quals & Special Needs Pay Setting Authority
Transfers to International Organizations		✓																		Reference: HRB #134 , FY11, Details, Assignments and Transfers to Approved International Organizations and IPA Mobility Assignments
VERA/VSIP Requests		✓																		Reference: HRB #026 , FY05, New OPM Forms and Instructions for Reporting on the Use of VERA and VSIP; SOP FY 17-01 , VERA/VSIP Requests

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