MEMORANDUM FOR: Office of Human Capital Services

FROM: Sean Clayton  
Director  
Office Human Capital Services

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 OCHS. This delegation does not pertain to managerial delegation of authorities associated with the administrative management of OCHS 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 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: NOAA General Counsel

APPROVING OFFICIAL: Director, OHCS
<table>
<thead>
<tr>
<th>Type</th>
<th>Form</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACTION DOCUMENTS WITH NUMBERED FORMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Action Request</td>
<td>AD-343</td>
<td>Initiated by HR Specialist and Assistant</td>
</tr>
<tr>
<td>Probationary or Trial Period Report</td>
<td>CD-35</td>
<td>Signed by LO/SD/FMC Supervisor</td>
</tr>
<tr>
<td>Separation Clearance Certificate (no indebtedness)</td>
<td>CD-126</td>
<td></td>
</tr>
<tr>
<td>Separation Clearance Certificate (with indebtedness)</td>
<td>CD-126</td>
<td></td>
</tr>
<tr>
<td>Request for Authorization of Travel/Moving Expenses</td>
<td>CD-150</td>
<td></td>
</tr>
<tr>
<td>Probationary Period for New Supervisors/Managers</td>
<td>CD-352</td>
<td></td>
</tr>
<tr>
<td>Guest Worker Agreement</td>
<td>CD-428</td>
<td></td>
</tr>
<tr>
<td>Pathways Agreement with School/Student</td>
<td>CD-476</td>
<td>Requires review from Pathways Program Coordinator</td>
</tr>
<tr>
<td>Position Classification Certification</td>
<td>CD-516</td>
<td>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</td>
</tr>
<tr>
<td>Lump Sum Leave/Comp Time Payments</td>
<td>CD-529</td>
<td></td>
</tr>
<tr>
<td>Personal Identity Verification (PIV) Request</td>
<td>CD-591</td>
<td></td>
</tr>
<tr>
<td>Employment Eligibility Verification</td>
<td>I-9</td>
<td></td>
</tr>
<tr>
<td>Request for Personnel Actions (Approval of Action)</td>
<td>SF-52</td>
<td>C/O TAB Classifier. Note: These are the only authorizations for signing this form. Reference: 5 U.S. Code § 2903.Oath; Authority to Administer.</td>
</tr>
<tr>
<td>Appointment Affidavits</td>
<td>SF-61</td>
<td></td>
</tr>
<tr>
<td>Request for Preliminary Employment Data</td>
<td>SF-75</td>
<td>Send request to inbox: <a href="mailto:noaa.75info@noaa.gov">noaa.75info@noaa.gov</a></td>
</tr>
<tr>
<td>Questionnaire for Non-Sensitive Positions</td>
<td>SF-85</td>
<td>Signed by Employee/Applicant</td>
</tr>
<tr>
<td>Questionnaire for Public Trust Positions</td>
<td>SF-85P</td>
<td>Signed by Employee/Applicant</td>
</tr>
<tr>
<td>Questionnaire for Sensitive Positions</td>
<td>SF-86</td>
<td>Signed by Employee/Applicant</td>
</tr>
<tr>
<td>Request for Official Personnel Folder</td>
<td>SF-127</td>
<td></td>
</tr>
<tr>
<td>Request for Military Records</td>
<td>SF-180</td>
<td></td>
</tr>
<tr>
<td><strong>ACTION DOCUMENTS WITHOUT NUMBERED FORMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Guidance Bulletins</td>
<td></td>
<td>Review the HCPD HRGB Checklist for full approval</td>
</tr>
<tr>
<td>NOAA Administrative Orders (HR Related)</td>
<td></td>
<td>Review the HCPD NAO Checklist for full approval</td>
</tr>
<tr>
<td>NOAA Circulars (HR Related)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Operating Procedures</td>
<td></td>
<td>Reference: SOP 001-02, April 12, 2012</td>
</tr>
</tbody>
</table>

*Checkmark indicates the responsible party either for signature or follow up with appropriate party for signature.*
<table>
<thead>
<tr>
<th>Lowest Levels Of Signatory Authority</th>
<th>OHCS Director</th>
<th>HCPD Director</th>
<th>CEGPD Director</th>
<th>CSO Director</th>
<th>CSO Assistant</th>
<th>HRBP Director</th>
<th>HR Assistant</th>
<th>Retirement &amp; Benefits Branch Chief</th>
<th>Retirement &amp; Benefits Specialist</th>
<th>Retirement &amp; Benefits Branch</th>
<th>ER/LR Specialist</th>
<th>Talent Acquisition Branch Director</th>
<th>Workforce Relations Division Director</th>
<th>Workforce Relations Division Assistant</th>
<th>Working Official</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BENEFITS AND RETIREMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency Certification - Reassign/Accommodation Efforts</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Death packages</td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designation of Beneficiary Forms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEHB, FEGLI &amp; TSP Forms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LWOP Letter for Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement packages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Coverage Determination Letters (FERCCA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Service Loan Forgiveness Employment Certificate Form</td>
<td>OMB Form 1845-0110</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reference: ES Payroll SOP, Student Loan Forgiveness, 03/15/21</td>
</tr>
<tr>
<td>Retroactive TSP Contributions Memo</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CLASSIFICATION AND POSITION MANAGEMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The Chief Classifier &amp; 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</td>
</tr>
<tr>
<td>Accretion of Duties Promotions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precedent Setting or Controversial Class Determinations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C/O Chief Classifier</td>
</tr>
<tr>
<td>Validation of PDs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C/O TAB Classifier</td>
</tr>
<tr>
<td><strong>EMPLOYEE/LABOR RELATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAO 202-955 (Prohibit. Harassment) Inquiry Closeout Memo</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Free Workplace Individual Notice</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOIA Requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOIA Disapprovals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request for Medical Documentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response to Congressional Inquiries</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Settlement Agreements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union Dues Approvals (Withdrawals/Terminations)</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union Dues Processing (Withdrawals/Terminations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Checkmark indicates the responsible party either for signature or follow up with appropriate party for signature.*
### PAY AND COMPENSATION

<table>
<thead>
<tr>
<th>Type</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advances in Pay - New Employee</td>
<td>✓</td>
</tr>
<tr>
<td>Advances in Pay - Evacuation</td>
<td>✓</td>
</tr>
<tr>
<td>Annual Leave Enhancement - Credit for Non-Federal Service</td>
<td>✓</td>
</tr>
<tr>
<td>Annual Leave Enhancement - Addition of Position Category</td>
<td>✓</td>
</tr>
<tr>
<td>Court Ordered Child Support/Alimony Payments</td>
<td>✓</td>
</tr>
<tr>
<td>Garnishments</td>
<td>✓</td>
</tr>
<tr>
<td>Highest Previous Rate Determinations (HPR)</td>
<td>✓</td>
</tr>
<tr>
<td>Pay Check - Request for Issuance of Replacement</td>
<td>✓</td>
</tr>
<tr>
<td>Premium Pay Determinations (Hazard, Environmental, etc.)</td>
<td>✓</td>
</tr>
<tr>
<td>Public Service Loan Forgiveness Employment Certification</td>
<td>✓</td>
</tr>
<tr>
<td>Quick Service Wires</td>
<td>✓</td>
</tr>
<tr>
<td>Reduction/Termination/Cancellation of Debt</td>
<td>✓</td>
</tr>
<tr>
<td>Salary Over Time (OT) Pay Cap Waiver (Biweekly Premium)</td>
<td>✓</td>
</tr>
<tr>
<td>Waiver Request for Dual Compensation (Reemployed Annuitant)</td>
<td>✓</td>
</tr>
<tr>
<td>Waiver of Overpayment</td>
<td>✓</td>
</tr>
</tbody>
</table>

DOC Policy states Head of Operating Unit (NOAA Administrator) Reference: [https://www.commerce.gov/hr/practitioners/comensation-policies/general-pay/advances-of-pay](https://www.commerce.gov/hr/practitioners/comensation-policies/general-pay/advances-of-pay)


Recommendation by BP

HR Specialist review only

Employment verification

ES Tower (DOC oversight)

Emergency response only

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

- Checkmark indicates the responsible party either for signature or follow up with appropriate party for signature.
## DELEGATION OF AUTHORITIES AND RESPONSIBILITIES

**Revision effective: March 2022**

### OHCS Director
- HRBP
- HR Assistant
- Retirement & Benefits Branch Chief
- Workforce Relations Division Director
- T&LR Specialist
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### HCPD Director
- Retirements & Benefits Branch Chief
- Retirements & Benefits Assistant
- Retirement & Benefits Specialist
- Workforce Relations Division Director
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### CSD Director
- HRBP
- HR Assistant
- Retirement & Benefits Branch Chief
- Workforce Relations Division Director
- T&LR Specialist
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### HR BP
- Retirements & Benefits Branch Chief
- Retirements & Benefits Assistant
- Retirement & Benefits Specialist
- Workforce Relations Division Director
- T&LR Specialist
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### HR BA
- Retirements & Benefits Branch Chief
- Retirements & Benefits Assistant
- Retirement & Benefits Specialist
- Workforce Relations Division Director
- T&LR Specialist
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### HR Assistant
- Retirements & Benefits Branch Chief
- Retirements & Benefits Assistant
- Retirement & Benefits Specialist
- Workforce Relations Division Director
- T&LR Specialist
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### Retirements & Benefits Branch Chief
- Retirement & Benefits Branch Assistant
- Workforce Relations Division Director
- T&LR Specialist
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### Workforce Relations Division Director
- T&LR Specialist
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### T&LR Specialist
- ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### ER/LR Specialist
- Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### Talent Acquisition Branch
- Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### Pathways Program Coordinator
- Enterprise Services
- Timekeeper
- Appointing Official

### Enterprise Services
- Timekeeper
- Appointing Official

### Timekeeper
- Appointing Official

### Appointing Official

---

### NOTES

- Type Form
- Lowest Levels Of Signatory Authority
- STAFFING

#### Assignments Outside of DOC (e.g., Details, IPA, etc.)
- Reference: SOP 334-1; HRB #134, FY11

#### Backdated Actions
- Justification/memo to be submitted to the Pathways Coordinator. HRGB #FY16-002, Pathways Program Guidance

#### Basic Qualification Determinations
- 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 Extensions (MAP/DE) After Initial 30 Work Days
- Conditions of Time Limited Appointment Memos

#### Certificate Re-issue Within 180 Days for Additional Position
- Conditions of Time Limited Appointment Memos

#### Checklist and Certification For Private Sector Temps
- Conditions of Time Limited Promotion Memos

#### Conditions of Excepted Appointment Memos
- Conditions of Time Limited Promotion 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
- IPA Agreement/Certification of “Other Organization”

#### Extension of President Management Fellow Certificate requests
- 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

#### IPA Agreement/Certification of “Other Organization”
- Appointing Official

#### Job Analysis
- Requires both parties review

#### Offer of Employment Letters
- Requires both parties review

#### Pathways Conversion Request
- Reference: HRB #247, FY21, Recruitment, Relocation, and Retention Incentives Plan

#### Reassignment Opportunity Notice
- Reference: NAO 202-957, NOAA Student Loan Repayment Program

#### Recruitment/Relocation Incentive up to $10,000
- Reference: NAO 202-957, NOAA Student Loan Repayment Program

#### Repayment of Student Loan
- Reference: HRB #247, FY21, Recruitment, Relocation, and Retention Incentives Plan

#### Retention/Recruit/Relo over $10,000
- Reference: HRB #247, FY21, Recruitment, Relocation, and Retention Incentives Plan

#### Return Rights for Overseas Employees
- Reference: HRB #134, FY11, Details, Assignments and Transfers to Approved International Organizations and IPA Mobility Assignments

#### RIF Requests to DOC
- 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

---

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