

USGS DELEGATIONS OF PERSONNEL MANAGEMENT AUTHORITY		
GENERAL PERSONNEL MANAGEMENT AUTHORITY IS DELEGATED TO THE BUREAU DIRECTOR BY 220 DM 10.1	AUTHORITY DELEGATED TO:	REQUIRED DOCUMENTATION/REMARKS
A. Employee Placement--Personnel Actions		
<p>A-1. Approving Requests for Personnel Action (Standard Form 52)</p>	<p><i>GS-14 and above:</i> Office Chiefs reporting to the Director/Deputy Director (DD) and managers/supervisors who report directly to an Associate Director (AD), Regional Director (RD), the Geographic Information Officer (GIO) or the Administrative Policy and Services (APS) Chief</p> <p><i>GS-13 and below:</i> Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an AD, RD, REx, GIO or APS Chief Senior Executive Service manager (SESer) or to an Office of Regional Services (ORS) Chief</p>	<p>FPPS Action. (to be entered by staff member designated by the approving official). This delegation covers all personnel actions not specifically addressed in A or in B below.</p>
<p>A-2. All personnel actions pertaining to Senior Executive Service (SES), Senior Level (SL), Scientific Technical (ST), Experts/Consultants, and Schedule C positions</p>	<p>Assistant Secretary - Policy, Management and Budget, with concurrence of the Assistant Secretary - Water and Science and the Executive Resources Board</p>	<p>Expert or Consultant Employment Request (DI-370) prepared by the Bureau Personnel Officer for the Director's signature. Actions pertaining to Schedule C positions may also</p>

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		<p>require approval of the Office of Personnel Management (OPM).</p>
<p>A-3. Approval of Finalize all personnel and classification actions for GS-15 and below and equivalent levels or below, Federal Wage System and Maritime Wage Schedule positions</p>	<p>Servicing Personnel Office (SPO) staff within their assigned servicing authority</p>	<p>Delegation on approval of Requests for Personnel Action is addressed in A-1 above.</p>
<p>A-4. All personnel and classification actions that involve overseas positions</p>	<p>Bureau Personnel Officer</p>	<p>Overseas means outside the continental United States, but does not include Alaska, Guam, Hawaii, the Isthmus of Panama, Puerto Rico, or the Virgin Islands (see 5 CFR 210.102).</p>
<p>A-5. Personnel actions for Field Assistants (GG pay plan) [Code of Federal Regulations--5 CFR 213.3112(a)(4)]</p>	<p>First line supervisor or other designated official</p>	<p>Other designated officials should be used only in rare and unusual circumstances. For example, when an employee is located in a remote/isolated area away from any supervisor in the chain of command; or when an individual is designated as the lead on a special assignment, but is not officially classified as the first line supervisor. Any such delegation should be in writing.</p>
<p>A-6. Suspend or revoke personnel management authority [Departmental Manual--205DM 8.3]</p>	<p>Assistant Secretary - Policy, Management and Budget</p>	

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<p>A-7. Directed reassignment outside of local commuting area</p>	<p>Lowest management level with authority over both positions</p>	
<p align="center">B. Employee Placement--General</p>		
<p>B-1. Temporary appointments to positions in remote/isolated locations when examining is impracticable [5 CFR 213.3102(I)(1)]</p>	<p>First line supervisor or other designated official</p>	
<p>B-2. Temporary appointments not to exceed 30 days with one 30-day extension when examining is impracticable and a critical hiring need exists [5 CFR 213.3102(I)(2)]</p>	<p>First line supervisor or other designated official</p>	
<p>B-3. Appointments of prison inmates under work release programs [5 CFR 213.3102(x)]</p>	<p>SPO staff within their assigned servicing authority</p>	
<p>B-4. Emergency-indefinite appointments in a national emergency [5 CFR 230.402]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an AD, RD, REx, GIO or APS Chief SESer or ORS Chief</p>	
<p>B-5. Use of commercial firms in conducting recruitment [5 CFR 300, Subpart D]</p>	<p>See Procurement Delegation SM 205.4</p>	

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<p>B-6. Acquire services from with temporary help service firms [5 CFR 300, Subpart E]</p>	<p>See Procurement Delegation SM 205.4</p>	<p>Requires consultation with SPO staff to assure priority placement program requirements are met. Contracts may be awarded within the procurement authority of warranted contracting officers only.</p>
<p>B-7. Waiver of Time-In-Grade requirements. [5 CFR 300.603]</p>	<p>Assistant Secretary - Water and Science</p>	
<p>B-8. De Facto Employment [Survey Manual--SM 370.300.1]</p>	<p>Office Chiefs reporting to the Director/Deputy Director (D/DD) and managers/supervisors who report directly to an SESer or ORS Chief</p>	<p>De facto Employment occurs when an individual, who in good faith and under color of authority, renders service in a position to which he or she is not legally appointed prior to the effective date or following the expiration date or service limitation of his or her actual appointment.</p>
<p>B-9. Overseas limited appointment of U.S. citizens</p>	<p>Assistant Secretary - Policy, Management and Budget with concurrence of Assistant Secretary - Water and Science</p>	<p>Overseas means outside the continental United States, but does not include Alaska, Guam, Hawaii, the Isthmus of Panama, Puerto Rico, or the Virgin Islands (see 5 CFR 210.102).</p>
<p>B-10. Temporary appointments NTE 2 months of Department of the Interior employees' relatives to meet urgent needs [5 CFR 310.202]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	
<p>B-11. Appointments based on legislative, judicial, or</p>	<p>Assistant Secretary - Policy, Management and Budget</p>	

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<p>White House service [5 CFR 315.602 and 5 USC 3304]</p>	<p>with concurrence of Assistant Secretary - Water and Science</p>	
<p>B-12. Exceptions to qualification standards under Reemployment Priority List (RPL) procedures [5 CFR 330.208(b)]</p>	<p>SPO staff within their assigned servicing authority</p>	
<p>B-13. Exceptions to selection from the RPL [5 CFR 330.207(d)]</p>	<p>SPO staff within their assigned authority</p>	
<p>B-14. Furlough of employees under Reduction-in-Force (RIF) procedures, or the abolishment of positions that lead to the conduct of a RIF [5 CFR 351]</p>	<p>The Director/Deputy Director (for the Director's immediate staff, the Office of Human Resources, the Office of Communication, and the Office of Budget & Performance); the Associate Directors; the Chief, Office of Geographic Information; the Chief, Office of Administrative Policy & Services; and managers and supervisors who report directly to a Regional Director.</p>	<p>Note: The organization code to which a position is assigned is what determines who the approving official will be; e.g., a position assigned to a headquarters organization code that has a duty station of Denver, Colorado, will have a headquarters approving official and will be handled by the Central Region Personnel Office.</p> <p>Requires consultation with SPO staff before a Reduction-in-Force may be implemented to assure that appropriate procedures are followed.</p> <p>The SPO is required to obtain the concurrence of the Department's Office of the Solicitor before a RIF may proceed.</p>

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<p>B-14(a). Permissive continuing and temporary exceptions to the order of release in RIF [5 CFR 351.607 and 351.608]</p>	<p>The Director/Deputy Director (for the Director's immediate staff, the Office of Human Resources, the Office of Communication, and the Office of Budget & Performance); the Associate Directors; the Chief, Office of Geographic Information; the Chief, Office of Administrative Policy & Services; and managers and supervisors who report directly to a Regional Director.</p>	
<p>B-15. Exceptions to qualifications in filling vacant positions and determining assignment rights under RIF [5 CFR 351.703]</p>	<p>The Director/Deputy Director (for the Director's immediate staff, the Office of Human Resources, the Office of Communication, and the Office of Budget & Performance); the Associate Directors; the Chief, Office of Geographic Information; the Chief, Office of Administrative Policy & Services; and managers and supervisors who report directly to a Regional Director.</p>	
<p>B-16. Granting reemployment rights to eligible employees who accept overseas/international</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an AD, RD, GIO or APS Chief</p>	

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<p>details/assignments a transfer to an international organization or accept an overseas assignment that entitles the employee to reemployment rights [5 CFR 352.311, 352.507, 352.803, and 352.907]</p>		
<p align="center">B-17. Superior Qualifications Appointments [5 CFR 531.203]:</p>		
<p>B-17(a) For rates in excess of 20 percent above candidate's existing pay</p>	<p>Assistant Secretary - Water and Science</p>	
<p>B-17(b) For rates 20 percent or less above candidate's existing pay</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	
<p>B-18. Grade and/or pay retention under the agency optional authority [5 CFR 536.103 and 536.104; 370 DM 536]</p>	<p>Director/Deputy Director. May not be redelegated</p>	
<p>B-19. Exceptions to limitations on premium pay for emergency work [5 CFR 550.106]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	<p>Requires consultation with SPO staff</p>
<p>B-20. Premium pay for employees required to remain in a standby status [5 CFR 550.141]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	<p>Standby Status applies to an employee in a position requiring him or her regularly to remain at, or within the confines of, his or her station during longer than</p>

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		<p>ordinary periods of duty, a substantial part of which consists of remaining in a standby status rather than performing work.</p>
<p>B-21. Advances in pay [5 CFR 550 Subpart B]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	
<p>B-22. Exceptions to the United States Code--5 USC 5533(a) for pay from more than one position (Dual Employment Restrictions) [5 CFR 550.401]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an AD, RD, GIO or APS Chief</p>	
<p>B-23. Make advance/evacuation payments and pay special allowances during an evacuation when there is an imminent danger to life [5 CFR 550.401]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	
<p>B-24. Grant back pay under 5 USC 5596 [5 CFR 550, Subpart H]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	<p>Requires consultation with the SPO staff</p>
<p align="center">B-25. Reimbursement for travel and transportation expenses for pre-employment interviews and new appointees [5 CFR 572; SM 370.572.1 and 370.572.2]</p>		

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<p>B-25(a) SES, SL and ST</p>	<p>Assistant Secretary - Policy, Management and Budget</p>	
<p>B-25(b) GS-15 and below</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	
<p align="center">B-26. Payment of recruitment/relocation bonuses and retention allowances [5 CFR 575 Subparts A, B & C]:</p>		
<p>B-26(a) SES, SL and ST</p>	<p>Assistant Secretary - Policy, Management and Budget (Executive Resources Board)</p>	
<p>B-26(b) GS-15 and below</p>	<p>Director /Deputy Director. May not be redelegated</p>	
<p>B-27. Payment of supervisory differentials to General Schedule supervisors [5 CFR 575 Subpart D]</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	
<p>B-28. Designation of remote work site commuting allowance [5 CFR 591.303(a)(1) and 5 USC 5942]</p>	<p>DOI, Office of Personnel Policy</p>	<p>The Department has not delegated this authority to the USGS.</p>
<p>B-29. Prior approval, GS-900 group and all legal-related positions</p>	<p>DOI, Office of the Solicitor</p>	
<p>B-30. Prior approval, Public Affairs related positions</p>	<p>DOI, Office of Intergovernmental Affairs, through the DOI Office of Communications</p>	

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<p>B-31. Prior approval, Congressional and Legislative Affairs-related positions</p>	<p>DOI, Office of Intergovernmental Affairs</p>	
<p>B-32. Details: Intra-Agency (within the Department of Interior) details to same or lower grade or unclassified duties, regardless of length (Non-Schedule C)</p>	<p><i>GS-14 and above:</i> Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an AD, RD, GIO or APS Chief</p> <p><i>GS-13 and below:</i> Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	
<p>B-33. Inter-Agency (outside the Department of Interior) details or details to outside entities--under the Intergovernmental Personnel Act (non-SES positions)</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an AD, RD, GIO or APS Chief</p>	
<p>B-34. Hazard or Physical Hardship Pay</p>	<p>First line supervisor or other designated official</p>	<p>Claim for Hazardous Duty Pay (9-1917)</p>
<p>B-35. Paid Advertisement for recruitment</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	
<p>B-36. Exceptions to the restrictions on employment of relatives where direct or</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who</p>	

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indirect supervision occurs (NEPOTISM)	report directly to an AD, RD, GIO or APS Chief	
B-37. Administer the oath of office to persons entering the Federal service and execute jurat in application forms relating to employment	SPO staff or other designated representative in field offices	
C. Employee Relations-- Awards		See the USGS Awards Guide on the USGS Intranet
C-1. Time Off Awards	First line supervisor or other designated official	
C-2. Quality Step Increases	First line supervisor or other designated official	
C-3. Special Thanks for Achieving Results (STAR) Awards:		
(a) Individual Awards (gross amount):		
C-3(a)(1) \$2,500 and below	First line supervisor or other designated official	
C-3(a)(2) \$2,501 to \$5,000	One level above immediate supervisor, or Office Chiefs reporting to the D/DD and managers and supervisors who report directly to an SESer or ORS Chief, whichever is lower	
C-3(a)(3) \$5,001 to \$10,000	Assistant Secretary - Water and Science.	SES awards and level increases must have the approval of the Assistant Secretary for Water and Science and the Executive Resources Board.

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<p>C-3(a)(4) \$10,000 and above</p>	<p>OPM</p>	
<p align="center">(b) Group Awards:</p>		
<p>C-3(b)(1) \$2,500 and below</p>	<p>First line supervisor or other designated official</p>	
<p>C-3(b)(2) \$2,501 to \$5,000</p>	<p>Second level supervisor or One level above immediate Supervisor, or Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief, whichever is lower</p>	
<p>C-3(b)(3) \$5,000 to \$10,000</p>	<p>Director, if no individual group member receives more than \$5,000. Assistant Secretary - Water and Science, if any individual group member receives more than \$5,000.</p>	
<p>C-3(b)(4) Above \$10,000</p>	<p>OPM</p>	
<p align="center">C-4. Non-Monetary Recognition:</p>		
<p>C-4(a) Nominal Value (up to \$25 or less)</p>	<p>All employees, with approval of card or account holder</p>	<p>Purchases must be made for an employee by an employee person with purchasing authority.</p>
<p>C-4(b) Significant Value (over \$25)</p>	<p>The Department has notified the USGS of a moratorium on this award. (No further information is available.)</p>	
<p align="center">C-5. Length of Service</p>		

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<p>C-5(a) 10-, 20-, and 50-year certificates and 30- and 40- year scrolls of honor</p>	<p>Director</p>	<p>Awards to be presented to employees by appropriate managers as determined by bureau procedures.</p>
<p>C-5(b) Optional congratulatory letters for 30, 40, and 50 years for Headquarters employees</p>	<p>Director</p>	
<p>C-5(c) Optional congratulatory letters for 30, 40, and 50 years for Regional employees</p>	<p>Regional Directors</p>	
<p align="center">C-6. Honor Awards:</p>		
<p>C-6(a) Superior Service Award</p>	<p>Director</p>	<p>Form 9-3085 with letter for Director's signature</p>
<p>C-6(b) Meritorious Service Award C-6(c) Distinguished Service Award C-6(d) Unit Award for Excellence of Service</p>	<p>Assistant Secretary - Water and Science</p>	<p>Form 9-3085 with citation for Secretary's signature</p>
<p align="center">D. Employee Relations-Discipline/Performance</p>		
<p>D-1. Warning Letter</p>	<p>First line supervisor or other designated official</p>	<p>Supervisor prepares draft. SPO staff is available to review draft and provide advice</p>
<p>D-2. Letter of Reprimand</p>	<p>First line supervisor or other designated official</p>	<p>SPO staff assists supervisor in preparing letter. SPO staff member must sign technical concurrence.</p>
<p align="center">D-3. Suspensions, Demotions, and Removals:</p>		

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<p>D-3(a) Notice of Proposal</p>	<p>First line supervisor or other designated official</p>	<p>SPO staff assists supervisor in preparing notice for signature by delegated official. SPO staff member must sign technical concurrence.</p>
<p>D-3(b) Notice of Decision</p>	<p>One level above immediate supervisor</p>	<p>SPO staff assists in preparing notice of decision for signature by delegated official. SPO staff member must sign technical concurrence. Official who issues notice MUST be at a higher organizational level than the official who issues the notice of proposal.</p>
<p align="center">D-4. Within Grade Increases:</p>		
<p>D-4(a) Notice of Negative Level of Competence Determination</p>	<p>First line supervisor or other designated official</p>	<p>SPO staff assists in preparing notice for signature by delegated official. SPO staff member must sign technical concurrence.</p>
<p>D-4(b) Reconsideration</p>	<p>One level above immediate supervisor</p>	<p>SPO staff assists in preparing reconsideration decision notice for signature by delegated official. SPO staff member must sign technical concurrence.</p>
<p>D-5. Removal of Probationary Period Employees</p>	<p>First line supervisor or other designated official</p>	<p>SPO staff assists in preparing removal notice for signature by designated official. SPO staff member must sign technical concurrence.</p>
<p>D-6. Terminating excepted service employees who fail to meet the terms of their</p>	<p>First line supervisor or other designated official</p>	

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<p>employment, i.e., continued attendance at school; terminating temporary employees; and terminating term employees</p>		
<p align="center">D-7. Grievances:</p>		
<p>(a) Informal Grievance Decision</p>	<p>First line supervisor or other designated official</p>	<p>SPO staff is available to review draft informal grievance decision and to advise supervisor and employee.</p> <p><i>NOTE: If the grievance is based on an action taken by a first or second-level supervisor, the informal grievance should be decided by the next level up and the formal grievance by the level above that.</i></p>
<p>(b) Formal Grievance Decision</p>	<p>One level above immediate supervisor</p>	<p>SPO staff reviews grievance to determine whether it is appropriate for consideration under grievance procedures. If it is, SPO staff prepares formal grievance decision for signature by appropriate official.</p> <p><i>NOTE: If the grievance is based on an action taken by a first or second-level supervisor, the informal grievance should be decided by the next level up and the formal grievance by the level above that.</i></p>

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<p>E. Employee Relations- - Time/Leave</p>		
<p>E-1. Certification of Time and Attendance</p>	<p>First line supervisor or other designated official</p>	
<p>E-2. Restoration of Forfeited Leave</p>	<p>Office Chiefs reporting directly to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief.</p>	<p>Employee claim meeting the requirements of Survey Manual chapter 370.630.10 is certified by the supervisor and forwarded to the authorized official for approval. Approval forwarded to Payroll.</p>
<p>E-3. Voluntary Leave Transfer</p>	<p>SPO staff, within their assigned servicing authority.</p>	<p>Optional form 630 with medical documentation is submitted through the supervisor, who must approve the absence, to the SPO for approval.</p>
<p align="center">E-4. Leave Without Pay (LWOP):</p>		
<p>E-4(a) 30 calendar days or less</p>	<p>First line supervisor or other designated official</p>	
<p>E-4(b) 31 calendar days or more (and extensions)</p>	<p>One level above immediate supervisor, or Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief, whichever is lower.</p>	<p>Information concerning the impact of LWOP in excess of 31 calendar days can be obtained from the SPO.</p>
<p>E-5. Credit Hours (Earning/Using)</p>	<p>First line supervisor or other designated official</p>	
<p>E-6. Annual Leave (including advanced annual leave)</p>	<p>First line supervisor or other designated official</p>	<p>Information can be obtained from the SPO regarding advanced annual leave.</p>

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<p>E-7. Sick Leave (including advanced sick leave)</p>	<p>First line supervisor or other designated official</p>	<p>Information can be obtained from the SPO regarding advanced sick leave.</p>
<p>E-8. Court Leave</p>	<p>First line supervisor or other designated official</p>	<p>Information can be obtained from the SPO.</p>
<p>E-9. Shore Leave</p>	<p>First line supervisor or other designated official</p>	<p>Information can be obtained from the SPO</p>
<p align="center">E-10. Home Leave:</p>		
<p>E-10(a) Eligibility Determinations</p>	<p>SPO staff within their assigned servicing authority</p>	<p>SPO enters remark on SF-50 and sends SF-1190 to Payroll Office.</p>
<p>E-10(b) Approval</p>	<p>First line supervisor or other designated official</p>	
<p>E-11. Military Leave</p>		<p>Consult your servicing personnel office.</p>
<p align="center">E-12. Excused Absence(does not include national holiday early dismissal authority) [SM 370.630.11]</p>		<p>National holiday early dismissal authority is retained by the Director, unless otherwise specifically redelegated.</p>
<p>E-12(a)Individual Employees:</p>	<p>First line supervisor or other designated official</p>	
<p align="center">E-12(b) Groups of Employees:</p>		
<p>E-12(b)(1) Offices in Washington, D. C. Metropolitan Area</p>	<p>DOI, Director, Office of Personnel Policy</p>	
<p>E-12(b)(2) Offices outside the Washington, D. C. Metropolitan Area</p>	<p>Heads of Field Offices</p>	<p>See 101 DM 2 for the definition of Field.</p>

USGS DELEGATIONS OF PERSONNEL MANAGEMENT AUTHORITY

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<p>E-13. Overtime and Compensatory Time (including use of compensatory time)</p>	<p>First line supervisor or other designated official</p>	<p><i>Non-Emergency Overtime:</i> Request for Approval of Overtime (Form 9-1205) is required.</p> <p><i>Emergency Overtime:</i> A copy of Approval of Emergency Overtime (Form 9-1963) must be submitted to the official who would normally approve the overtime request and is then forwarded to the appropriate timekeeper.</p>
<p>E-14. Environmental Pay Differential</p>	<p>Office Chiefs reporting directly to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	<p>Request for Environmental Differential (Form 9-1693) is submitted to authorized official for approval and then forwarded to appropriate timekeeper.</p>
<p>E-15. Approval of Establishment of Night Shifts</p>	<p>Office Chiefs reporting directly to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	<p>In consultation with SPO staff.</p>
<p>E-16. Approval of change in basic workweek for part-time employees not under Alternate Work Schedule (AWS)</p>	<p>First line supervisor or other designated official</p>	<p>See the AWS Handbook on the USGS Intranet.</p>
<p>E-17. Approval of AWS</p>	<p>First line supervisor or other designated official</p>	<p>See the AWS Handbook on the USGS Intranet.</p>
<p>E-18. Exemptions and Restrictions to AWS</p>	<p>One level above immediate supervisor</p>	<p>See the AWS Handbook on the USGS Intranet.</p>

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<p>F. Employee Relations-- Flexiplace</p>		<p>See the Flexiplace Handbook on the USGS Intranet.</p>
<p>F-1. Approval of Alternate Work Place</p>	<p>First line supervisor or other designated official</p>	
<p>F-2. Denial of Alternative Work Place</p>	<p>One level above immediate supervisor</p>	
<p align="center">G. Ethics</p>		
<p>G-1. Outside Work or Activities</p>	<p>Ethics Office</p>	<p>When related to official duties or the bureau's program responsibilities.</p>
<p align="center">H. Meetings</p>		
<p>H-1. Attendance at Domestic Meetings [205 DM 2; 370 DM 8]</p>	<p>First line supervisor or other designated official</p>	<p>Supervisor should be kept apprised of all meetings attended</p>
<p>H-2. Foreign Meetings (Form DI-1175)</p>	<p>Assistant Secretary - Water and Science</p>	<p>A DI-1175 is required. Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief provide initial signature. The signatures of the Chief Scientist; Chief, International Programs; Office of Ethics (for conflict of interest situations or travel expenses paid by outside funding); AD for Geology; Director; and Director, DOI International Affairs must be obtained before approval.</p> <p>A pre-approval memorandum is required for 5 or more employees and must be submitted in advance</p>

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		<p>of the form DI-1175. The discipline with the greatest number of employees attending the meeting is responsible for writing the pre-approval memorandum.</p>
<p align="center">I. Employee Development/Training</p>		<p>Using the Automated Training Management System (TMS), training requests will be approved online by authorized officials (begins FY 2002)</p>
<p>I-1. Approve training up to 160 hours</p>	<p>First line supervisor or other designated official</p>	
<p>I-2. Approve training in excess of 160 hours</p>	<p>Office Chiefs reporting to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief</p>	<p>Training in excess of 160 hours requires a Continued Service Agreement to be signed by the trainee. The requirement to sign the agreement is built into the Automated TMS and the system will not allow completion of the action without this agreement being signed.</p>
<p>I-3. Approve training in a foreign country</p>	<p>DOI, Director, Office Director of Personnel Policy</p>	
<p>I-4. Authority to acquire approve off-the-shelf training to be brought on-site costing \$25,000 or less</p>	<p>First line supervisor or other designated official</p>	<p>All training purchased by the USGS, whether it is on-site or off-site, is required to be recorded in the Training Management System.</p> <p>See the Procurement delegations for procurement of training.</p>

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<p>I-5. Waiver of employee's obligation to pay training expenses incurred due to failure to fulfill Agreement to Continue Service</p>	<p>Office Chiefs reporting directly to the D/DD and managers/supervisors who report directly to an SESer or ORS Chief with, with information to OED</p>	
<p>I-6. Waiver of reimbursement for failure to complete Government or non-government training</p>	<p>One level above immediate supervisor</p>	
<p>I-7. Acceptance of contributions, awards, or payments in connection with non-government training</p>	<p>First line supervisor or other designated official</p>	<p>Approved requests are forwarded to the Ethics Office or designated ethics official.</p>