

OD Delegation Of Authority Transmittal Memo

October 23, 2001

TO: OD Senior Staff

FROM: Acting Deputy Director, NIH

SUBJECT: Interim Delegations of Personnel Authorities for Office of the Director

This memorandum transmits revised delegations of personnel authorities for use in the NIH, Office of the Director. It supersedes the June 10, 1996 memorandum from Dr. Ruth Kirschstein, Deputy Director, NIH on personnel delegations.

Separate delegations are attached for Title 5 (Grade GS-15 and Below); SES/SSS, SL, ST; and Title 42 authorities. All redelegations, where permitted, must be in writing and a copy provided to the OD Human Resource Office.

You will note significant changes in these new delegations, many of which are necessary for us to establish better internal controls of items that are of particular interest within the OD, the NIH and the Department. Listed below are some of the major changes, however, you should refer to the delegations chart for complete information.

- Classification Authority – Authority may be exercised only by the Director, Office of Human Resources, NIH and the OD and ORS Human Resources Offices.
- Intergovernmental Personnel Act Mobility Program (IPA) – Assignments may only be approved by the Executive Officer.
- Details - [Deputy Directors, NIH and Associate Directors/Office Directors reporting to the Director, NIH](#), may approve details up to 120 days within NIH with no further re-delegation except the Deputy Director for Management (DDM) may redelegate to Associate Directors/Office Directors who report directly to the DDM.
- Appointments Above the Minimum – Re-delegated to Deputy Directors, NIH and Associate Directors/Office Directors reporting to the Director, NIH for positions at grade GS-13 and below. No further re-delegation is authorized except the Deputy Director for Management (DDM) may redelegate to Associate Directors/Office Directors who report directly to the DDM.

- Recruitment and Relocation Bonuses and Retention Allowances (3 R's)
– Re-delegated to Deputy Directors, NIH and Associate Directors/Office Directors reporting to the Director, NIH for positions at grade GS-13 and below. No further re-delegation is authorized except the Deputy Director for Management (DDM) may redelegate to Associate Directors/Office Directors who report directly to the DDM.
- Selection Authority - Re-delegated to Deputy Directors, NIH and Associate Directors/Office Directors reporting to the Director, NIH for positions at grade GS-13 and below. Redlegation is authorized. **Selections must be discussed with the Acting Deputy Director, NIH for any positions in which the selectee will be working closely with the Acting Deputy Director and/or Acting Director, NIH.**
- Awards – Deputy Directors, NIH and Associate Directors/Office Directors reporting directly to the Director, NIH may approve cash awards up to \$5,000 for employees GS-15 and below. (Amount changed to be consistent with award authorities for Title 42 and SES).

Also attached are two Quick Reference Guides on delegations. While these guides are very useful, please remember that they are just that – guides – and are to be used in conjunction with the actual delegations documents. If you have any questions about specific delegations, contact your servicing OD Human Resources Specialist.

/s/ Yvonne T.
Maddox, Ph.D.

Attachments

Cc: OD Administrative Officers