

**PERSONNEL DELEGATIONS OF AUTHORITY  
Title 42 (Special Expert and 209(f) Science Mgt/Admin/Policy)**

**NIH, Office of the Director**

**October 23, 2001**

**All delegations and re delegations included herein have the requirement that the official to whom an authority is delegated must have sufficient knowledge and expertise to exercise the authority in accordance with law, regulation, and written policy.**

**These delegations outline authorities that have been re delegated by the Acting Deputy Director, NIH to officials within the Office of the Director and are based on the NIH Delegations of authority issued by the Director of Human Resources, NIH on January 11, 1996 and August 21, 2001.**

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### Definitions:

The following definitions apply throughout the delegations:

Discretionary increases include cash awards and bonuses; recruitment and relocation bonuses and retention allowances (3Rs) or recruitment and retention incentives (2Rs); Physician's Comparability Allowance (PCA); Physician's Special Pay (PSP); pay increases.

Total compensation = annual locality salary (or special salary rate) plus discretionary increases.

<b>DELEGATION OF AUTHORITY</b>	<b>DELEGATED TO</b>	<b>REDELEGATION AUTHORIZED TO</b>	<b>RESTRICTIONS/ COMMENTS</b>
<p><b><u>Allocation of Special Expert Slots</u></b></p> <p>To allocate Special Expert slots within OD's slot limitation.</p>	Executive Officer	None	Requests must be routed through OD HRO.
<p><b><u>Alternative Work Schedules (AWS) – Title 42</u></b></p> <p>To modify existing AWS models [(Flexible work schedules, e.g. flexitour, gliding schedule, variable day, variable week, or maxiflex) and (Compressed work schedules: e.g. 5/4-9; 4-10, 3-13)].</p>	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	Executive Officer	
<p>To select which existing AWS models [(Flexible work schedules, e.g. flexitour, gliding schedule, variable day, variable week, or maxiflex) and (Compressed work schedules: e.g. 5/4-9; 4-10, 3-13)] may be implemented.</p>	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	Line Managers one level below Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH.	
<p>To implement and/or terminate selected AWS work schedules.</p>	Same as above	First level supervisors	

DELEGATION OF AUTHORITY	DELEGATED TO	REDELEGATION AUTHORIZED TO	RESTRICTIONS/ COMMENTS
<p><b><u>Awards – Title 42</u></b></p> <p>To approve annual performance bonuses up to 10% of base pay when salary is less than GS-15/10 and discretionary increases do not exceed \$30,000 in the preceding 52 weeks.</p>	<p>Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH</p>	<p>None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors &amp; Office Directors who report directly to the DDM.</p>	<p>Must adhere to OD procedures for Title 42 bonuses and awards issued by Deputy Director, NIH.</p> <p>Nominations require technical review by OD HRO prior to approval.</p> <p>Employee must have served on a Title 42 performance plan for a minimum of 120 days and have received an “Acceptable” rating.</p>
<p>To grant cash awards based on a one time act or service for an individual or group, NTE \$5,000, when salary is less than GS-15/10 and discretionary increases do not exceed \$30,000 in the preceding 12 months. (Includes On-the-Spot awards.)</p>	<p>Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH</p>	<p>None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors &amp; Office Directors who report directly to the DDM.</p>	<p>Must adhere to OD procedures for Title 42 bonuses and awards issued by Deputy Director, NIH.</p> <p>Nominations in excess of \$2,500 require a recommending and approving official. Approving official must be one level higher than recommending official.</p> <p>Nominations require technical review by OD HRO prior to approval.</p> <p>The maximum amount for an On-the-Spot award is \$2,500.</p>

DELEGATION OF AUTHORITY	DELEGATED TO	REDELEGATION AUTHORIZED TO	RESTRICTIONS/ COMMENTS
To approve time off awards NTE the maximum timeframes specified by the NIH Employee Recognition and Awards Program.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors & Office Directors who report directly to the DDM.	Nominations require a recommending and approving official. Approving official must be one level higher than recommending official.  Scheduling of the time off is subject to supervisor's approval.
To grant length of service recognition for 10, 20, 30, and 40 years of service.	Same as above	None except the Deputy Dir for Management (DDM) may redelegate to Associate Directors & Office Directors who report directly to the DDM.	
<b><u>Leave and Excused Absence – Title 42</u></b>  To grant annual and sick leave, and other types of paid leave authorized by law, regulation, or policy.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	First level supervisors	
To approve the advance of annual and sick leave to the extent permitted by law, regulation, or policy.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	Same as above	
To approve leave without pay (LWOP) or charge employees with absence without leave (AWOL).	Same as above	Same as above	

<b>DELEGATION OF AUTHORITY</b>	<b>DELEGATED TO</b>	<b>REDELEGATION AUTHORIZED TO</b>	<b>RESTRICTIONS/ COMMENTS</b>
To excuse absence without charge to leave.	Same as above	Same as above	
<b><u>Official Reprimands</u> – Title 42</b> To issue official reprimands.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	First level supervisor	May not be issued without prior technical review by OD Human Resources Office (OD HRO).
<b><u>Voluntary Leave Transfer Program (VLTP)</u> – Title 42</b> To approve an employee’s application to become a recipient of donated annual leave from the leave accounts of one or more donors.	Executive Officer  OD Human Resources Officer	None	The recipient of transferred leave must be affected by a medical or family medical emergency that is likely to require his/her absence from duty for a prolonged period of time (24 hours for full-time employees) and to result in a substantial loss of income because of the unavailability of paid leave.
To approve the donation of annual leave to the leave account of an approved leave recipient.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH	First level supervisors	An employee may not donate annual leave to his/her immediate supervisor.
To approve a waiver of leave donation amount limitations.	Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH; OD Executive Officer	Second level supervisors	

DELEGATION OF AUTHORITY	DELEGATED TO	REDELEGATION AUTHORIZED TO	RESTRICTIONS/ COMMENTS
<p><b><u>Work Schedules – Title 42</u></b></p> <p>To make exceptions, on an individual case basis, to the established work schedules of full-time employees for educational purposes or under other circumstances when such exception is considered to be warranted.</p>	<p>Deputy Directors, Associate Directors/Office Directors reporting to Director, NIH</p>	<p>First level supervisors</p>	