Quick Reference Guide (Updated)
OD Delegations
Title 5 and Title 42

NOTE: This Guide must be used in conjunction with the OD Delegations of Personnel Authority dated 10/23/2001.

	Deputy Directors, Associate Directors and Office Directors who report directly to the Director, NIH *with prior technical review by HRO*	**Deputy Director, NIH** *with prior technical review by HRO*	**Director, NIH** *with prior technical review by HRO and OHRM*
Actions Covered	New appointments, conversions, promotions, pay increases, reassignments, renewals/ extensions, ATMs, 3Rs, 2Rs, PCAs.	New appointments, conversions, promotions, pay increases, reassignments, renewals/ extensions, ATMs 3Rs, 2Rs, PCAs, PSP (Title 38).	New appointments, conversions, promotions, pay increases, reassignments, renewals/ extensions, ATMs, 3Rs, 2Rs, PCAs, PSP (Title 38).
Scientists	GS-13 and below and discretionary increases* do not exceed $30,000 in preceding 52 weeks Title 42 with salary equivalent to GS-13 and below and where discretionary increases* do not exceed $30,000 in preceding 52 weeks *No* freeze exception is needed	GS-14 and GS-15 where total compensation** does not exceed GS-15/10 (currently $114,224) and discretionary increases* do not exceed $30,000 in preceding 52 weeks Title 42 with salary equivalent to GS-14 and GS-15 where total compensation** does not exceed GS-15/10 (currently $114,224) and discretionary increases* do not exceed $30,000 in preceding 52 weeks *No* freeze exception is needed	Any grade where total compensation** *exceeds* GS-15/10 (currently $114,224) *OR* discretionary increases* *exceed* $30,000 in preceding 52 weeks Title 42 position with any salary where total compensation** *exceeds* GS-15/10 (currently $114,224) *OR* discretionary increases* *exceed* $30,000 in preceding 52 weeks Need freeze exception for SES
Non-Scientists	GS-13 and below where total compensation** does not exceed GS-15/10 (currently $114,224) and discretionary increases* do not exceed $30,000 in preceding 52 weeks Need freeze exception for GS-13 hires outside DHHS and positions in legislative and public affairs offices	GS-14 and GS-15 where total compensation** does not exceed GS-15/10 (currently $114,224) and discretionary increases* do not exceed $30,000 in preceding 52 weeks Need freeze exception for GS-14/15 hires outside DHHS, supervisory/managerial positions, and positions in legislative and public affairs offices	GS-14, 15 and above where total compensation** *exceeds* GS-15/10 (currently $114,224) OR discretionary increases* *exceed* $30,000 in preceding 52 weeks Need freeze exception for GS-14/15/SES hires outside DHHS, supervisory/managerial positions, and positions in legislative and public affairs offices

*Discretionary Increases = cash awards, performance bonuses, pay increases, 3Rs, 2Rs, PCA, PSP (Title 38).
**Total compensation = annual locality salary (or special salary rate) plus discretionary increases (as defined above).
Keep in mind the $30,000 discretionary increase delegation, and total compensation delegations and maximums.

Revised 10/25/01