

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BSEE - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Prog. & Div. Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION					
1. Abolishment of positions which will result in a reduction-in-force action or reassignment in lieu of a reduction-in-force.		DD - A ¹	A ²		Chief, Human Resources (HR) Div.- C
2. Appointment above the minimum rate (Superior Qualifications Appointment).					
a. Increases not exceeding 20 percent of candidate's existing pay.				A	Consult Servicing HR Office
b. Increases above 20 percent of candidate's existing pay.	AS/LM ³ - A	DD - C	P	P	Consult Servicing HR Office
3. Appointments based on White House service.	SEC ⁴ - A	D - P			Chief, HR Division - C
4. Details					
a. Outside Bureau within DOI.				A	Consult Servicing HR Office
b. Outside DOI.				A	Consult Servicing HR Office
c. Extensions beyond 1 year of all details outside Bureau.				A	Consult Servicing HR Office
d. From excepted to competitive service (within DOI).		DD - A ¹	A ²		Consult Servicing HR Office
e. SES (not to exceed 120 days).		DD - A ¹	A ²		Consult Servicing HR Office
f. SES (beyond 120 days).	ERB ⁵ - A	DD - C			Consult Servicing HR Office
g. Schedule C (beyond 120 days).	AS/PMB ⁶ -A	DD - C			Consult Servicing HR Office
A - Approve C - Concur P - Propose					
¹ Deputy Director approves Directorate					
² Associate Director for Administration approves all offices except the Director/Deputy Director staff					
³ Assistant Secretary - Land and Minerals Management ⁴ Office of the Secretary ⁵ Executive Resources Board ⁶ Assistant Secretary - Policy, Management and Budget					

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A. STAFFING AND CLASSIFICATION (Continued)					
5. Emergency 1-month temporary limited appointments for special needs.					
a. Office of Administration			A		Consult Servicing HR Office
b. All Other Organizations				A	Consult Servicing HR Office
6. Emergency indefinite appointments in a national emergency.		DD - A ¹	A ²		Consult Servicing HR Office
7. Appointments for up to 60 days as an exception to statutory nepotism restriction in an emergency.		DD - A ¹	A ²		Consult Servicing HR Office
8. Appointment of experts and consultants.	AS/PMB ³ - A	DD - C			Consult Servicing HR Office
9. Authority to act finally with respect to approving and modifying Intergovernmental Personnel Act (IPA) agreements.					
a. SES	DAS/HCD ⁴ -A	DD - C			Consult Chief, HR Division
b. All others		DD - A ¹	A ²		Consult Chief, HR Division; Servicing HR Office will send IPA copy to Chief, HR Systems and Benefits Branch
10. Modification of OPM qualifications standards for internal placement actions.				A	Consult Servicing HR Office
A - Approve C - Concur					
¹ Deputy Director approves Directorate ² Associate Director for Administration approves all offices except the Director/Deputy Director staff ³ Assistant Secretary - Policy, Management and Budget ⁴ Deputy Assistant Secretary – Human Capital and Diversity					

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A. STAFFING AND CLASSIFICATION (Continued)					
11. Position descriptions:					
a. Authority to certify that the position description is complete and accurate and that the position is necessary to carry out functions assigned. (Program official approval block 20a of OF-8).					
(1) All positions except Schedule C.					First level supervisor - A
(2) Schedule C positions.					Certification by Presidential appointee or noncareer SES
b. Authority to certify that the position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by OPM.					
Classification certification by personnel (block 21 of OF-8).					
(1) SES	OHR ¹ - A	DD - C			
(2) Classification Act Positions (regardless of grade and all positions at Headquarters or the Field).					Servicing HR Office - A
(3) Classification Act Positions (regardless of grade--except Schedule C) in the Field.					Servicing HR Office - A
A - Approve C - Concur					
¹ Director, Office of Human Resources (DOI)					

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A. STAFFING AND CLASSIFICATION (Continued)					
12. Authority to sign the Notification of Personnel Action (SF-50).					
a. Actions affecting SES employees.					Chief, HR Division - A
b. Actions affecting GS/GM-15 employees and below.					Servicing HR Office - A
c. Actions resulting from reduction-in-force.					Servicing HR Office - A
13. Preclearance requirements for SES and Schedule C positions.	AS/PMB ¹ - A	DD - C			
14. Authority to approve a recruitment incentive (not to exceed 25 percent of the base pay of the position).					
a. SES, Senior Level, and Scientific and Professional positions.	ERB ² - A	DD - C			
b. All other positions.		DD - A			Servicing HR Office - C
15. Authority to pay a relocation incentive.					
a. SES, Senior Level, and Scientific and Technical positions.	ERB ² - A	DD - C			
b. All other positions.		DD - A			Servicing HR Office - C
16. Authority to approve a retention incentive (not to exceed 25 percent of current basic pay).					
a. SES, Senior Level (SL), and Scientific and Technical (ST) positions.	ERB ² - A	DD - C			
b. All other positions.		DD - A			Servicing HR Office - C
A - Approve C - Concur					
¹ Assistant Secretary - Policy, Management and Budget		² Executive Resources Board			

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8. BSEE - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Prog. & Div. Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
17. Authority to approve a student loan repayment benefit for recruitment or retention purposes.		DD - A ¹	A ²	A	Consult Servicing HR Office
18. Retained grade/pay (e.g., for involuntary downgrade or voluntary acceptance of lower grade).		DD - A ¹	A ²	A	
19. Authority to approve a supervisory differential.		DD - A ¹	A ²	A	Consult Servicing HR Office
20. Authority to approve temporary limited appointments for 1 year. May be extended 1 year.				A	Consult Servicing HR Office
21. Authority to approve term appointments.					
a. Appointments not to exceed 4 years.		DD - A ¹	A ²	A	Consult Servicing HR Office
b. Extensions (no authority to extend beyond 4 years).		DD - A ¹	A ²	A	Consult Servicing HR Office
22. Authority to approve term promotions.					
a. Promotions not to exceed 5 years (more than 120 days must be competed).		DD - A ¹	A ²	A	Consult Servicing HR Office
A - Approve C - Concur					
¹ Approval level for positions in the Directorate					
² Associate Director for Administration approves for Administration					

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8. BSEE - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Prog. & Div. Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
22. Authority to approve term promotions (Continued).					
b. Extensions beyond 5 years.	OHR ¹ - C				OPM approves through the Director of Personnel
23. Authority to pay for travel to and from preemployment interview.				A	Consult Servicing HR Office
24. Authority to waive time-in-grade requirements established by OPM.	AS/LM ² - A OHR ¹ - C				
25. Authority to hire private sector temporaries.				A	Consult Acquisition Management Office/Servicing HR Office
26. Authority to issue Interest Memorandum.					First level supervisor. Consult Servicing HR Office
B. HOURS OF DUTY					
1. Alternative work schedules.					
a. Authority to approve an alternative work schedule program Bureauwide.		DD - A			Consult Servicing HR Office
A - Approve C - Concur					

¹Director, Office of Human Resources Policy (DOI)

²Assistant Secretary - Land and Minerals Management

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B. HOURS OF DUTY (Continued)					
1. Alternative work schedules (Continued).					
b. Implementation of an alternative work schedule (establishing work schedule and core hours) programwide after approval under B.1.a. above.		DD - A ¹	A ²	A	Consult Servicing HR Office
2. Authority to approve exceptions to established work schedule Programwide.		DD - A ¹	A ²	A	Consult Servicing HR Office
3. Authority to approve individual employee request for nonstandard work schedules.		DD - A ¹	A ²	A	Chief, HR Division - C
4. Authority to approve employees to telework.		DD - A ¹		A	
C. PAY/OVERTIME					
1. Authority to preapprove overtime work of 20 hours or less in any calendar week whether compensated by pay or compensatory time off.		DD - A ¹	A ²	A ³	Regional Supervisors - A Chief, Program Services, AOCS - A
2. Authority to approve overtime work in excess of 20 hours in any calendar week whether compensated by pay or compensatory time off.		DD - A ¹	A ²	A	
A - Approve C - Concur					
¹ Approval level for all positions in the Directorate ² Associate Director for Administration approves for Administration					
³ May be approved by first level supervisor in an emergency as specified by the Division Chief, Regional Supervisor, or higher.					

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C. PAY/OVERTIME (Continued)					
3. Authority to approve overtime pay and compensatory time for nonemergency situations for GS/GM-14/15 employees and for any employees regardless of grade level starting at 600 hrs. in a calendar year.		DD - A	C		
4. Authority to approve compensatory time off for official travel when such time is not otherwise compensable.		DD - A ¹	A ²	A	
5. Authority to approve credit hours.					
DIRECTORATE				A	
ADMINISTRATION					
Management Support Division					Division Chief
Acquisition Management Division					Branch Chiefs
Equal Employment Opportunity Division					Division Chief
Finance Division					Division Chief
Human Resources Division					First level supervisors
Information Management Division					First level supervisors
Information Technology Division					Division Chief
PROGRAM OFFICES				A	
6. Hazardous duty pay for OCS Regions.				A	Consult Servicing HR Office
A - Approve C - Concur					
¹ Approval level for all positions in the Directorate					
² Associate Director for Administration approves for Administration					

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D. ATTENDANCE AND LEAVE					
1. Authority to approve annual leave.					
a. Up to 15 consecutive working days.					Consult Servicing HR Office/ First level supervisor - A
b. Over 15 consecutive working days.					First level supervisor - P/ Second level supervisor - A
c. Advanced annual leave.					First level supervisor - P/ Second level supervisor - A
2. Authority to approve absence of up to 1 hour without charge to annual/sick leave.					First level supervisor - A
3. Authority to approve excused absences for groups of employees when normal operations are interrupted by events or emergencies beyond the control of the office or employees, i.e., extreme weather conditions, serious interruption to public transportation, disasters (fire, flood, or power failure) or any other condition which prevents employees from working or reporting to work.					
a. 50 or more employees					
Offices within Washington, DC	AS/PMB ¹ -C	DD-A			
Offices in the Washington Metropolitan Area (outside the Capital Beltway)			A		
Field Offices				Regional Dirs. - A	
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¹ Assistant Secretary - Policy, Management and Budget					

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D. ATTENDANCE AND LEAVE (Continued)					
3. Authority to approve excused absences for groups of employees when normal operations are interrupted by events or emergencies beyond the control of the office or employees, i.e., extreme weather conditions, serious interruption to public transportation, disasters (fire, flood, or power failure) or any other condition which prevents employees from working or reporting to work. (Continued)					
b. 49 or less employees					
Offices within Washington, DC			A		
Offices in the Washington Metropolitan Area (outside the Capital Beltway)			A		
Field Offices			A ¹	Regional Dirs. - A	
4. Authority to approve Leave Without Pay.					
a. For no more than 1 day per request AND for not more than 40 hours cumulative in a leave year.					First level supervisor - A
b. Up to 30 calendar days for any justifiable reason.					Second level supervisor - A
c. Up to 3 months for employee relocations.					Second level supervisor - A
d. Up to 6 months for service with a non-Federal, public, or quasi-public organization.					Second level supervisor - A
e. Pregnancy, maternity, or adoption; for care of family during a serious health condition. ² (Based on Family Medical Leave Act [FMLA]; only 12 weeks allowed in a 12-month period.)					First level supervisor must be notified. No approval necessary to invoke FMLA.
f. Extensions up to 1 year for 4d.		DD - A ³	A ¹	A ⁴	
A - Approve ¹ Associate Director for Administration approves for Administration ² As defined in Bureau Manual 370.630 ³ Approval level for all positions in the Directorate ⁴ Program Division Chiefs and Regional Directors approve					

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D. ATTENDANCE AND LEAVE (Continued)					
4. Authority to approve Leave Without Pay. (Continued)					
g. After 6 months and up to 1 year for illness or disability; education purposes; employee elected or appointed to a union office.		DD - A ¹	A ²	A ³	
h. Extensions over 1 year.		DD - A			
5. Authority to determine who may become a leave recipient under the "Leave Transfer" program.					Chief, HR Division - A
6. Authority to approve sick leave.					
a. Initial request.					First level supervisor - A
b. Advanced sick leave.		DD - A ¹			Second level supervisor - A
7. Authority to approve time off up to 120 days based on the Family and Medical Leave Act of 1993.					First level supervisor - A
8. Authority to approve restored leave.		DD - A			
9. Authority to grant administrative leave for employees to move duty stations.					First level supervisor - A
10. Tour renewal/turnaround trips for Alaska employees. (This includes approvals for eligibility, delays, and advances for turnaround trips.)				A	
A - Approve					
¹ Approval level for all positions in the Directorate		² Associate Director for Administration approves for Administration			
³ Program Division Chiefs and Regional Directors approve					

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E. EMPLOYEE RELATIONS ¹					
1. Authority to propose and decide reduction-in-grade or removal actions based on unsatisfactory performance.					
DIRECTORATE					
Director's Staff					Deputy Director proposes, Director decides. If Director proposes, AS/LM ² decides.
Staff Offices					Office Chief proposes; Deputy Director decides.
ADMINISTRATION					Branch Chief or higher proposes; official one level above decides. If ADA proposes, Deputy Director decides.
PROGRAM OFFICES					
Headquarters					Branch Chief or higher proposes; official one level above decides. If Program/ Division Chief proposes, Deputy Director decides.
OCS Regions					If GS-13 supervisor or higher proposes, official one level above decides. If RD proposes, Deputy Director decides.
¹ Program managers/supervisors must consult with the Servicing HR Office before initiating any action under the Employee Relations delegations of authority.					
² Assistant Secretary - Land and Minerals Management					

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E. EMPLOYEE RELATIONS ¹ (Continued)					
2. Authority to propose and decide disciplinary actions from letters of warning to suspensions for 14 days or less for disciplinary reasons.					
a. Letters of warning or reprimand.					First level supervisor issues.
b. Suspensions of 14 days or less.					First level supervisor proposes; one level above proposing official decides. If ADA or Program/Division Chiefs propose, Deputy Director decides.
3. Authority to propose and decide to furlough employees for 30 days or less.					Deputy Director proposes; Director decides.
4. Authority to propose and decide adverse actions not based on unacceptable performance including removal, suspensions for more than 14 days, reduction in grade, and reduction in pay.					
DIRECTORATE					
Director's Staff					Deputy Director proposes; Director decides.
Staff Offices					Office Chief proposes; Deputy Director decides.
ADMINISTRATION					
					Branch Chief or higher proposes; official one level above decides. If ADA proposes, Deputy Director decides.
¹ Program managers/supervisors must consult with the Servicing HR Office before initiating any action under the Employee Relations delegations of authority.					

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E. EMPLOYEE RELATIONS ¹ (Continued)					
4. Authority to propose and decide adverse actions not based on unacceptable performance including removal, suspensions for more than 14 days, reduction in grade, and reduction in pay (Continued).					
PROGRAM OFFICES					
Headquarters					Branch Chief or higher proposes; official one level above decides. If Program/ Div. Chief proposes, Deputy Director decides.
OCS Regions					GS-13 supervisor or higher proposes, official one level above decides. If RD proposes, Deputy Director decides.
5. Authority to decide the non-selection of applicants or removal of appointees, and contract employees based on an unfavorable personnel background investigation under the provisions of 5 CFR 731.			A		Personnel Security Officer proposes.
6. Authority to decide the removal of employees based on an unfavorable personnel background investigation under the provisions of 5 CFR 752.			A		Personnel Security Officer proposes.
7. Authority to decide the removal of employees for reasons other than listed above and not covered by the provisions of 5 CFR 752.					
a. Schedule C employees.		DD - A			
b. Employees with appointments made with advice and consent of Senate.		DD - A			
A - Approve					
¹ Program managers/supervisors must consult with the Servicing HR Office before initiating any action under the Employee Relations delegations of authority.					

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E. EMPLOYEE RELATIONS ¹ (Continued)					
7. Authority to decide the removal of employees for reasons other than listed above and not covered by the provisions of 5 CFR 752 (Continued).					
c. Presidential annuitants.		DD - A			
d. Reemployed annuitants.				A	Regional Supervisors - A
8. Authority to propose and decide separation of an employee prior to the expiration of the probationary period.					
a. For conduct or performance after appointment.					First level supervisor - A.
b. For reasons occurring prior to employment but previously unknown.					First level supervisor proposes; official one level above decides.
9. Authority to decide informal and formal administrative grievances.					
a. Informal grievance.					First level supervisor
b. Formal grievance.					Submit written grievance to the Servicing HR Office for referral to the appropriate deciding official (normally one administrative level above the official deciding the informal grievance, except no lower than as provided below).
DIRECTORATE					
Director's Staff		DD - A			
Staff Offices		DD - A			
A - Approve					
¹ Program managers/supervisors must consult with the Servicing HR Office before initiating any action under the Employee Relations delegations of authority.					

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8. BSEE - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Prog. & Div. Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS ¹ (Continued)					
9. Authority to decide informal and formal administrative grievances (Cont.).					
b. Formal grievance (Continued).					Submit written grievance to the Servicing HR Office for referral to the appropriate deciding official (normally one administrative level above the official deciding the informal grievance, except no lower than as provided below).
ADMINISTRATION				A	If ADA decides informal grievance, Deputy Director decides formal grievance.
PROGRAM OFFICES					
Headquarters				A	If Program/Division Chief decides informal grievance, Deputy Director decides formal grievance.
OCS Regions					Regional Supervisor decides. If formal grievance is against Regional Supervisor, the next level up decides (second level supervisors).
10. Agreements resulting from a complaint resolution (i.e., EEO complaints, court orders, etc.).					Consult Servicing HR Office
A - Approve					

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E. EMPLOYEE RELATIONS ¹ (Continued)					
11. Authority to appraise performance and to determine whether an employee's work is of an acceptable level of competence based on the employee's performance during the waiting period since the employee's last rate increase.					
a. Annual appraisal; and level of competence determination.					First level supervisor rates; second level must review ratings of Exceptional, Minimally Successful, and Unsatisfactory.
b. Negative determination letter.					Second level supervisor issues (negative determination is based on Minimally Successful or Unsatisfactory rating requiring second level review). Consult Servicing HR Office.
c. Reconsideration of negative determination.					Normally one level above the reviewing official for the employee's performance rating. Consult Servicing HR Office.
DIRECTORATE					
Director's Staff		DD - A			Director issues reconsideration decision (except when Director denies rate increase, then AS/LM ² issues reconsideration decision).
Staff Offices					Deputy Director issues reconsideration decision.
A - Approve					
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² Assistant Secretary - Land and Minerals Management					

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E. EMPLOYEE RELATIONS ¹ (Continued)					
11. Authority to appraise performance and to determine whether an employee's work is of an acceptable level of competence based on the employee's performance during the waiting period since the employee's last rate increase. (Continued).					
c. Reconsideration of negative determination (Continued)					Normally one level above the reviewing official for the employee's performance rating. Consult Servicing HR Office.
ADMINISTRATION				A	If ADA issues negative determination, Deputy Dir. issues reconsideration decision.
PROGRAM OFFICES					
Headquarters				A	If Program/Division Chief issues negative determination, Deputy Director issues reconsideration decision.
OCS Regions					Regional Supervisors - A
12. Authority to decide on employee's request for reconsideration of a performance rating.					
a. Informal reconsideration.					First level supervisor/rater
b. Formal reconsideration.					Submit written request to the servicing HR Office for referral to the appropriate reconsideration official (normally one administrative level above the reviewer of the rating, but no higher than the Director).
A - Approve					

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E. EMPLOYEE RELATIONS ¹ (Continued)					
13. Authority to sign for the Bureau on settlement agreements with the Merit Systems Protection Board. ²			A		Chief, HR Div.- C (Chief, HR Div. reviews and concurs with final draft of agreement.)
14. Authority to approve/disapprove all involuntary separations resulting in optional or discontinued service retirement.			A		If a proposed separation is the result of action by the ADA, Deputy Director - A
F. AWARDS					
1. Authority to approve cash awards and Quality Step Increases (QSI). (QSIs are subject to review by the Servicing HR Office and reviewing official).					
DIRECTORATE					
a. Performance rating-based cash awards.					
(1) Performance rating-based cash awards based on the percentage of employee's pay up to \$5,000 (Exceptional [level 5 rating] requires reviewer approval).				A	
(2) Performance rating-based cash awards based on the percentage of employee's pay \$5,001 and above (Exceptional [level 5 rating] requires reviewer approval).		DD - A		P	
A - Approve C - Concur P - Propose					
¹ Program managers/supervisors must consult with the Servicing HR Office before initiating any action under the Employee Relations delegations of authority.					
² Deciding official in the action being appealed signs, unless the aggregate monetary awards of back pay and associated items (e.g., monetary reimbursements for overtime, leave, awards, etc.) including attorney fees, exceeds \$10,000 and/or contains compensatory damages. In such cases, the BSEE Associate Director for Administration signs.					

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F. AWARDS (Continued)					
1. Authority to approve cash awards and Quality Step Increases (QSI). (QSIs are subject to review by the Servicing HR Office and reviewing official). (Continued)					
DIRECTORATE (Continued)					
a. Performance rating-based cash awards. (Continued)					
(3) Performance rating-based cash awards based on a specific dollar amount above \$5,000.	AS/LM ¹ - A	DD - C		P	
(4) QSI (QSIs are subject to review by the Servicing HR Office and reviewing official; Exceptional [level 5 rating] requires reviewer approval).				A	
b. Non-rating-based cash awards, e.g., STAR awards.					
(1) Cash awards up to \$2,500				A	
(2) Cash awards \$2,501 to \$5,000.		DD - A			
(3) Cash awards of \$5,001 and above.	AS/LM ¹ - A	DD - C		P	
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¹ Assistant Secretary - Land and Minerals Management					

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F. AWARDS (Continued)					
1. Authority to approve cash awards and Quality Step Increases (QSI). (QSIs are subject to review by the Servicing HR Office and reviewing official). (Continued)					
ADMINISTRATION					
a. Performance rating-based cash awards.					
(1) Performance rating-based cash awards based on the percentage of employee's pay up to \$5,000 (Exceptional [level 5 rating] requires reviewer approval).				A	
(2) Performance rating-based cash awards based on the percentage of employee's pay \$5,001 and above (Exceptional [level 5 rating] requires reviewer approval).			A	P	
(3) Performance based cash awards based on a specific dollar amount above \$5,000.		DD - A	C	P	
(4) QSI (QSIs are subject to review by the Servicing HR Office and reviewing official; Exceptional [level 5 rating] requires reviewer approval).			A	A	
b. Non-rating-based cash awards, e.g., STAR awards					
(1) Cash awards up to \$2,500				A	
(2) Cash awards \$2,501 to \$5,000.			A	P	
(3) Cash awards of \$5,001 and above.	AS/LM ¹ - A	DD - C	C	P	
A - Approve C - Concur P - Propose					
¹ Assistant Secretary - Land and Minerals Management					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BSEE - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Prog. & Div. Chiefs; Regional Directors	OTHERS
F. AWARDS (Continued)					
1. Authority to approve cash awards and Quality Step Increases (QSI). (QSIs are subject to review by the Servicing HR Office and reviewing official). (Continued)					
PROGRAM OFFICES					
a. Performance rating-based cash awards.					
(1) Performance rating-based cash awards based on the percentage of employee's pay up to \$5,000 (Exceptional [level 5 rating] requires reviewer approval).				A	
(2) Performance rating-based cash awards based on the percentage of employee's pay \$5,001 and above (Exceptional [level 5 rating] requires reviewer approval).		DD - A		P	
(3) Performance rating-based cash awards based on a specific dollar amount above \$5,000.	AS/LM ¹ - A	DD - C		P	
(4) QSIs are subject to review by the Servicing HR Office and reviewing official; Exceptional [level 5 rating] requires reviewer approval).				A	
b. Non-rating-based cash awards, e.g., STAR awards.					
(1) Cash awards up to \$2,500.				A	Regional Supervisors - A
(2) Cash awards \$2,501 to \$3,500.				A	
(3) Cash awards \$3,501 to \$5,000.		DD - A		P	
(4) Cash awards of \$5,001 and above.	AS/LM ¹ - A	DD - C		P	
A - Approve C - Concur P - Propose					
¹ Assistant Secretary - Land and Minerals Management					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BSEE - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Prog. & Div. Chiefs; Regional Directors	OTHERS
F. AWARDS (Continued)					
2. Authority to approve non-performance based cash awards of \$5,001 and above.	AS/LM ¹ - A	DD - C		P	Chief, HR Division - C
3. Group awards up to \$10,000 with no individual award greater than \$5,000.		D - A			
4. Group awards up to \$10,000 with individual award amounts of \$5,001 and above.	AS/LM ¹ - A	D - C			
5. Group awards over \$10,000.	OPM ² - A	D - C			AS/LM ¹ - C; Director of HR - C; AS/PMB ³ - C
6. Authority to approve honor awards.					
a. Entry-level honor awards. ⁴		DD - A		P	Chief, HR Division - C
b. Mid-level and above honor awards.	AS/LM ¹ - A	DD - C		P	Chief, HR Division - C
A - Approve C - Concur P - Propose ¹ Assistant Secretary - Land and Minerals Management ² Office of Personnel Management					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BSEE - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Prog. & Div. Chiefs; Regional Directors	OTHERS
³ Assistant Secretary - Policy, Management & Budget					
⁴ Superior Service, Citizen's Awards for Exceptional Service, Citizen's Awards for Bravery, and Exemplary Act Awards.					
F. AWARDS (Continued)					
7. Authority to issue awards for length of service in the Federal Government.					
a. 10-Year Awards					
DIRECTORATE					
Director's Staff and ADA		DD - A			Deputy Director signs certificate
Staff Offices				A	Office Chief signs certificate
ADMINISTRATION				A	
PROGRAM OFFICES					
Headquarters				A	
OCS Regions				A	
b. 20-Year Award			A ¹	A	
c. 30-Year Award		DD - A			Deputy Director signs certificate and letter
d. 40-Year Award	SEC - A ²				Secretary signs certificate and letter
8. Authority to grant time off duty as an incentive award.					
a. Up to 1 work day					First level supervisor - A
b. In excess of 1 work day				A	Regional Supervisors - A Headquarters Staff Office Heads - A

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BSEE - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Prog. & Div. Chiefs; Regional Directors	OTHERS
A - Approve C - Concur					
		¹ Associate Director for Administration approves for Administration		² Office of the Secretary	
G. HUMAN RESOURCES SYSTEMS					
1. Request approval for access to the Federal Personnel Payroll System (user ID and password) using NBC Computer Systems Access Request Form.					
					Immediate Supervisor - A & FPPS Data Custodian - C
2. Request approval for access using NBC Computer System Access					
a. SF-52s (requesting office) for all organizations					
Bureauwide access			C		FPPS Data Custodian - A
Programwide access			A		FPPS Data Custodian - C
Divisionwide (or equivalent) access				A	FPPS Data Custodian - C
Branchwide (or equivalent) access					Branch Chief (or equivalent) - A & FPPS Data Custodian - C
b. Employee Data (Datamart, BRIO, Query tool, Insight, FTP Reports, Quickview, QUICKTIME) for all organizations.					
Bureauwide access			C		FPPS Data Custodian - A
Programwide access			A		FPPS Data Custodian - C
Divisionwide (or equivalent) access				A	FPPS Data Custodian - C
Branchwide (or equivalent) access					Branch Chief (or equivalent) - A & FPPS Data Custodian - C
A - Approve C - Concur					