

1-7. Personnel Actions.

1200 TN 248
04/11/1991
Administrative Update
10/22/2023

1. **AUTHORITY.** To approve all personnel actions, except those with respect to: Schedule C employees and positions; actions involving personnel and positions up to Executive Level IV, Administratively Determined, and Career and Non-Career Senior Executive Service; and personnel actions covered under section 6(a)7 of the Inspector General Act Amendments of 1988.
2. **TO WHOM DELEGATED.** Assistant Administrator, Office of Mission Support
3. **LIMITATIONS.** This authority does not apply to those personnel actions covered under section 6(a)7 of the Inspector General Act of 1978, as amended by the Inspector General Act Amendments of 1988, except to the extent the Inspector General delegates his/her authority to the U. S. Environmental Protection Agency.
4. **REDELEGATION AUTHORITY.** This authority is redelegated to the deputy assistant administrator for Workforce Solutions and Inclusive Excellence. Approval authorities for the personnel actions listed below are further redelegated as follows:
 - a. Through the deputy assistant administrator for Workforce Solutions and Inclusive Excellence to the director, Office of Human Resources Strategy:
 1. Establish and revise agencywide position classification guidelines;
 2. Determine proposed new or revised pay plans and wage schedules for positions not subject to the Classification Act;
 3. Approve proposals to conduct reduction-in-force actions when five or more employees will be released from the competitive level;
 4. Request Office of Personnel Management approval to issue reduction-in-force notices more than 90 calendar days before release from competitive level;
 5. Make emergency indefinite appointments to continuing positions during a national emergency;
 6. Extend the emergency appointment of family members beyond one month to meet urgent needs;
 7. Determine classification actions involving the change from one grade level to another or from one system to another for 20 or more substantially similar positions;
 8. Make final decisions on classification appeals made to the EPA;
 9. Authorize training agreements that permit substitution of intensive training for time-in-grade requirements, i.e., accelerated promotions; and
 10. Review and concur on all Recruitment and Classification Division director selections.

- b. To the director, Office of Human Capital Operations:
 - 1. Take any personnel action affecting Public Health Service Commissioned Officers, except final authorization of short-term government or non-government training, as defined by PHS regulations. This authority may be further redelegated to OHCO staff.
- c. Through the director, Office of Human Resources Strategy and the director, Strategic HR Insights Division to the supervisor of the Accountability and HR Policy Branch:
 - 1. Establish qualification standards for excepted service positions;
 - 2. Establish single agency qualification standards;
 - 3. Approve pay retention on management-solicited downgrade actions;
 - 4. Waive time-in-grade restrictions for competitive service positions to permit promotion of no more than three grades based on hardship or inequity; and
 - 5. Classify Recruitment and Classification Division director positions that include transactional human resources officer functions.
- d. Through the director, Office of Human Resources Strategy and the director, Employee Experience Division to the supervisor of the Professional Development and Performance Excellence Branch:
 - 1. Authorize employees to take training outside the 50 states;
 - 2. Waive reimbursement for financial obligations resulting from a continued service agreement involving training;
 - 3. Approve long-term training in excess of 120 consecutive days or participation in federally administered training and development program when available spaces are limited (headquarters only); and
 - 4. Waive 1-in-10 restriction on non-government training in those situations covered by the agency's delegated authority (headquarters only).
- e. Through the director, Office of Human Capital Operations and the director, Labor, Suitability and Conduct:
 - 1. Negotiate and enter into agreements with bargaining units on local impact, implementation and substance.
 - 2. The authorities in section 4.e may be further redelegated to LSCD staff.
 - 3. Make suitability determinations in cases of falsification of appointment documents or applications for other pre-employment matters;
- f. To labor and employee personnel in the Office of Mission Support Immediate Office:
 - 1. Negotiate and enter into agreements on the agency's national Master Collective Bargaining Agreements
- g. Through the regional administrators to the regional human resources officers; through the assistant administrator for the Office of Air and Radiation to the supervisor of the People and Organizational Development Office, Ann Arbor:
 - 1. Negotiate and enter into agreements with bargaining units on local impact, implementation and substance;
 - 2. Make shortage determinations for payment of travel and transportation to first duty station for new appointees;
 - 3. Authorize dual employment (payment for more than one position) for more than 40 hours per week when required services cannot otherwise be readily obtained;
 - 4. Approve training plans which substitute intensive training for qualifications standards (Qualification Standards for General Schedule Positions), e.g., upward mobility plans;

5. Approve long-term training for regional/field employees in excess of 120 consecutive days or participation in federally administered training and development programs when available spaces are limited;
 6. Waive 1-in-10 restriction for regional/field employees on non-government training in those situations covered by the agency's delegated authority;
 7. Authorize paid recruitment advertisement for national publication, in coordination with the national recruitment program staff; and
 8. Authorize payment of travel expenses for pre-employment interviews.
- h. Through the director, Office of Human Capital Operations to the Recruitment and Classification Division director:
1. Set pay for expert/consultants up to Executive Level IV for individuals appointed to engineering and professional positions in the physical and natural sciences;
 2. Waive time-in-grade restrictions for excepted service positions to permit promotion of no more than three grades based on hardship or inequity;
 3. Make and extend term appointments for up to 10 years;
 4. Set salary above the minimum rates at grades GS-11 and above based on superior qualification;
 5. Determine pay retention on management-solicited downgrade actions;
 6. Recruit for local HRO positions; and
 7. Exercise position classification authority to classify positions at GS-1 through GS-15 grade levels and to classify positions covered under the Federal Wage System.
 8. Authorities in section 4.h 1, 3, 4, 6, and 7 may be redelegated to branch and section supervisors, and human resources staff, as appropriate.
 9. Approve highest previous rate for return to lower grade following temporary promotion.
- i. To assistant administrators, regional administrators, general counsel, associate administrators, and directors of staff offices to the Administrator:
1. approve non-reimbursable and reimbursable details, of any duration, to other federal agencies and Executive Department and the Congress.
- j. Through the director, Office of Human Capital Operations, to the director, Labor, Suitability and Conduct Division:
1. To issue appropriate notice and decision documentation in accordance with 5 USC 3322.
 2. The authority in 4.j.1 may not be redelegated.
- k. The authorities in sections 4.a, 4.c, 4.d, 4.f, 4.g and 4.i may not be redelegated further. The authorities in sections 4.b, 4.e, 4.h. and 4.j may be redelegated as noted. All authorities under this delegation to approve personnel actions not specified in 4.a through 4.j above are redelegated through the director, Office of Human Capital Operations through the Recruitment and Classification Division director to their branch supervisors and may not be redelegated further.
- l. An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command to the official to whom it has been specifically redelegated.

5. REFERENCES. None.