



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240

DIRECTOR'S ORDER NO. 133

Subject: Personnel Delegations of Authority

**Sec. 1 What is the purpose of this Order?** This Order delegates authority to Assistant and Regional Directors to implement the personnel-related actions specified in paragraph 3, below. You may not redelegate these authorities unless authorized herein.

**Sec. 2 Does this Order supersede or amend other directives?** This Order supersedes Director's Order 99, February 15, 1998 (Delegation of Authority for Classification and Staffing at the GS-14 Level) and Director's Order 119, December 2, 1999 (Employee Recognition and Incentives Program). It amends the Fish and Wildlife Service Manual chapters identified in parentheses following the delegation.

**Sec. 3 What authorities are delegated?**

a. Assistant and Regional Directors are authorized to:

(1) Approve single monetary awards up to \$4,000, and cumulative awards for one individual up to \$5,000 in a performance appraisal rating cycle. You may redelegate this authority in accordance with 224 FW 3. (224 FW 7)

(2) Approve all superior qualifications appointments above the minimum rate. The 10th step of a grade is the maximum salary allowed under this provision. (225 FW 9)

(3) Determine whether or not to allow payment of moving expenses when filling vacancies at the GS-12 level and below through merit promotion. You must authorize moving expenses for all positions at the GS-13 level and above. This delegation supersedes the Deputy Director's memorandum, July 1996, Payment of Relocation Expenses.

(4) Approve details of Service employees in grades GS-14 and below to other bureaus or Federal agencies. You must report all details to the Washington Office Division of Personnel for inclusion in the monthly report to Congress.

(5) Approve requests for leave without pay or extensions thereof in excess of 1 year. (226 FW 2)

(6) Make determinations regarding exigencies of the public business that may require the cancellation of employees' annual leave. Regional Personnel Officers are delegated authority to approve requests for restoration of forfeited annual leave. You must ensure that leave requests and approvals are staggered throughout the year. (226 FW 2 and 033 FW 10)

(7) Approve Intergovernmental Personnel Act assignments where the Service is paying more than 50 percent of the cost of the assignment. However, you must notify the Director before you make a decision if the employee involved is a GS-14 or above. Forward copies of approved IPA's to the Washington Office Division of Personnel so that we can include the information in the monthly report to Congress.

(8) Approve all selections for GS-14 positions. The selection certificates for GS-14's no longer require the Director's approval. You may further delegate this authority. (222 FW 1 and 223 FW 2)

b. Regional Directors are authorized to:

(1) Classify all GS-14 positions. For new GS-14 positions not shown on current approved organizational charts, forward information to the Washington Office Division of Personnel for a consistency review. (225 FW 1)

(2) Have their Regional Personnel Office act as the servicing personnel office for GS-15 employees within the Region. This entails responsibility for full support to GS-15 employees including, but not limited to, posting vacancies, issuing certificates, benefits counseling, and securing and certifying financial disclosure reports. However, the Director must approve all personnel actions involving GS-15's including, but not limited to, temporary and permanent promotions and reassignments. Additionally, the Washington Office Division of Personnel will retain classification authority for GS-15 positions. Specific implementing guidance regarding this change in delegation will be forthcoming. (033 FW 10, 222 FW 1, and 223 FW 2)

**Sec 5. When is this Order effective?** This Order is effective immediately. We will incorporate its contents into the respective chapters of the Fish and Wildlife Service Manual. This Order will expire on June 30, 2002, unless it is amended, superseded, or revoked.

  
**Acting** DIRECTOR

Date: May 30, 2001