

OIG-100.2
Delegations of Authority

**Redelegations of Personnel Functional Authority  
Office of Inspector General**

Type of Authority	Inspector General	Deputy Inspector General	Other EMs and CM-IIs	CM-IIs
<b>General Personnel Authority</b>				
Approve personnel policies and procedures	Yes	Yes	No	No
Establish higher starting salaries <sup>1</sup>	Yes	Yes	No	No
Approve starting salaries for non-Federal employees <sup>1</sup>	Yes	Yes	No	No
Authorize double incumbency positions	Yes	Yes	No	No
Recommend office reorganizations and retitling organizational components <sup>1</sup>	Yes	Yes	Yes	No
Approve reorganizations and/or retitling of organizational components	Yes	Yes	No	No
Approve waivers for overpayment <sup>1,2</sup>	Yes	Yes, for debts not exceeding \$1,500	No	No
<b>Appointments/Promotions</b>				
Recommend and approve selection/promotion of Executive Managers (EMs)	Yes	Yes	No	No
Recommend and approve selection/promotion of Corporate Managers (CMs) <sup>3</sup>	Yes	Yes	Yes	No
Recommend and approve selection/promotion of CG-15s <sup>3</sup>	Yes	Yes	Yes	No
Recommend selection/promotion of CG-14s and below <sup>3</sup>	Yes	Yes	Yes	Yes
Approve selection/promotion of CG-14s and below <sup>3</sup>	Yes	Yes	Yes	No
Recommend career ladder promotions of CG-12s and below	Yes	Yes	Yes	Yes
Approve justification for career ladder promotions of CG-12s and below	Yes	Yes	Yes	No
<b>Reassignments</b>				
Reassign Executive Managers and CM-IIs	Yes	Yes	No	No

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Reassign CM-Is and Below Employees to Other CM or CG Positions	Yes	Yes	Yes	No
<b>Compensation</b>				
Approve overtime, compensatory time, and holiday pay	Yes	Yes	Yes	Yes
Approve opting out of availability pay	Yes	Yes	Yes	Yes
Approve details greater than 60 days <sup>4</sup>	Yes	Yes	No	No
Approve details of 60 days or less <sup>4</sup>	Yes	Yes	Yes	No
<b>Leave</b>				
Approve and deny leave requests	Yes	Yes	Yes	Yes
Approve and deny request for leave without pay for 90 days or less	Yes	Yes	Yes	Yes
Place employee in AWOL status	Yes	Yes	Yes	Yes
Approve and deny requests for leave-without-pay over 90 days and less than 12 months	Yes	Yes	Yes	No
<b>General Personnel Authority</b>				
Advance sick leave up to a total of 30 days cumulative for full-time employees	Yes	Yes	Yes	No
Advance current year's annual leave	Yes	Yes	Yes	Yes
Declare a public exigency, which would require annual leave cancellation/disapproval <sup>4</sup>	Yes	Yes	No	No
Approve restoration of forfeited leave due to public exigency <sup>4</sup>	Yes	Yes	Yes	No
Approve leave in connection with a statutory entitlement, such as FMLA, FFLA, adoption, military leave, and court leave	Yes	Yes	Yes	Yes

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Approve administrative leave such as for voting, blood donation, tardiness due to inclement weather (Refer to Circular 2300.3 Corporation Leave Policy)	Yes	Yes	Yes	Yes
<b>Schedules</b>				
Approve bi-weekly time and attendance	Yes	Yes	Yes	Yes
Authorize part-time schedule	Yes	Yes	Yes	No
Authorize work schedules (Alternative Work Schedules, Compressed Work Schedules, Flexible Work Schedules)	Yes	Yes	Yes	Yes
<b>Performance</b>				
Sign performance plans (rating official)	Yes	Yes	Yes	Yes
Sign mid-year performance reviews and year-end reviews (rating official)	Yes	Yes	Yes	Yes
Reviewing official for year -end reviews	Yes	Yes	Yes	No
Approve Mission Achievement Awards <sup>5</sup>	Yes	Yes	Yes	No
Approve Suggestion Awards	Yes	Yes	No	No
Approve Non-Monetary Awards	Yes	Yes	Yes	Yes
Approve STAR Awards	Yes	Yes	Yes	No
<b>Adverse Actions<sup>6</sup></b>				
Impose a furlough for 30 days or less	Yes	Yes	No	No
Propose the involuntary separation, demotion, reduction-in-pay or suspension of EMs or CMs	Yes	Yes	Propose for Subordinates	No
Decide the involuntary separation, demotion, reduction-in-pay, or suspension of EMs or CMs	Yes	Yes	No	No

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Propose the involuntary separation, demotion, reduction-in-pay, or suspension of CG-15s and below	Yes	Yes	Yes	Yes
Decide the involuntary separation, demotion, reduction-in-pay, or suspension of CG-15s and below	Yes	Yes	Yes	No
Issue letters of warning and admonishment	Yes	Yes	Yes	Yes
Issue letters of reprimand	Yes	Yes	Yes	Yes
Resolve EM and CM level grievance actions	Yes	Yes	No	No
Resolve grievances brought by employees CG-15s and below	Yes	Yes	Yes	No
Propose involuntary removal of an employee from availability pay	Yes	Yes	Yes	Yes
Approve involuntary removal of an employee from availability pay	Yes	Yes	Yes	No

<sup>1</sup> The Deputy Assistant Inspector General for Management (also serving in the role of the Director of OIG Human Resources) will review and implement all uses of the authority.

<sup>2</sup> Counsel should review and provide advise on all waivers.

<sup>3</sup> Executive Managers have the authority to recommend and approve with the concurrence of the Inspector General or Deputy Inspector General.

<sup>4</sup> The Deputy Assistant Inspector General for Management (also serving in the role of the Director of OIG Human Resources) should be consulted prior to final decisions.

<sup>5</sup> Awards that exceed \$2,000 must receive prior approval from the Deputy Inspector General or the Inspector General.

<sup>6</sup> Adverse actions must be coordinated with the Counsel to the Inspector General and the Deputy Assistant Inspector General for Management (also serving in the role of the Director of OIG Human Resources).