

HHS Transmittal: 96.25

Personnel Manual

Issue Date: 10/7/96

Material Transmitted:

HHS Instruction 250-2, Authority to Set Rates of Basic Pay for Positions Not Covered By Other HHS Instructions or Delegations

Material Superseded:

HHS Instruction 250-2 (all)

Background:

This Instruction has been revised consistent with recent changes in the organization of HHS, and in support of HHS administrative initiatives calling for more streamlined rules and greater delegation of authority.

Under this issuance, the delegation of authority was increased to be consistent with increased delegations in other areas such as the Senior Executive Service and pay under Title 38.

Any reference to "OPDIVIS" in this Instruction now includes AHCP, ATSDR, CDC, FDA, HRSA, IHS, NIH, SAMHSA, the Office of the Secretary, the Program Support Center, HCFA, ACF, and AOA.

This issuance is effective immediately. Implementation of this issuance must be carried out in accordance with applicable laws, regulations, and bargaining agreements.

Filing Instructions:

Remove superseded material and file new material. Post receipt of this transmittal to the HHS Check List of Transmittals and file this transmittal in sequential order after the check list.

John J. Callahan  
Assistant Secretary for  
Management and Budget

INSTRUCTION 250-2

Distribution: MS (PERS): HRFC-001

HHS INSTRUCTION 250-2  
AUTHORITY TO SET RATES OF BASIC PAY FOR POSITIONS NOT COVERED BY  
OTHER HHS INSTRUCTIONS OR DELEGATIONS

250-2-00 Purpose and Coverage  
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Exhibit 250-2-A Delegation of Authority to Set Rates of  
Basic Pay for Positions Not Covered by  
Other HHS Instructions or Delegations

250-2-00 PURPOSE AND COVERAGE

This Instruction states the delegation of authority to set rates of basic pay for positions not covered by other HHS Instructions or delegations (see Exhibit 250-2-A). Unless otherwise restricted by a particular law or regulation, Operating Divisions (OPDIVs) have the authority to set rates of basic pay for positions covered by this Instruction up to Level I of the Executive Schedule. Public Health Service (PHS) Commissioned corps positions are not covered under this Instruction. (For information on pay and allowances in the PHS Commissioned Corps, see Chapter CC22 of the Commissioned Corps Personnel Manual.)

250-2-10 REFERENCES

- A. 5 U.S. Code Chapter 53 (pay rates and systems)
- B. 22 U.S. Code 2385 (employment of personnel for foreign assistance)
- C. Title 42 of the U.S. Code (appointment of personnel in the
- D. Public Health Service)
- E. 5 CFR Part 532 (prevailing rate systems)
- F. 5 CFR Part 534 (pay under other systems)

Exhibit 250-2-A Delegation of Authority to Set Rates of Basic  
Pay for Positions Not Covered by Other HHS  
Instructions or Delegations

A. Authority Delegated

1. I hereby delegate to the Heads of OPDIVs, including the Assistant Secretary for Management and Budget for employees of the Office of the Secretary, the authority to:

Set rates of basic pay for positions not covered by other HHS Instructions or delegations not to exceed Level 1 of the Executive Schedule.

2. This authority may be redelegate with further re delegations authorized.

B. Prior Delegations

This delegation supersedes all prior delegations. To the extent that previous delegations of authority are consistent with the provisions of this delegation, they may remain in effect until new re delegations are made under the authority of this delegation.

C. Effective Date

This delegation is effective on the date of this transmittal.