

MS 114 DELEGATION OF AUTHORITY

Attachment F — Personnel Authorities

Issued: March 7, 2011

By virtue of the authority vested in me as Director of the Peace Corps by § 4 (b) of the Peace Corps Act, 22 U.S.C. § 2503 (b), and Executive Order 12137, May 16, 1979, I hereby delegate the following authorities to the employees specified herein: ¹

A. EMPLOYMENT AND SUPERVISORY ACTIONS

Authority to approve competitive and non-competitive selections. **To “A” Delegates.** *See MS 620.*

Authority to authorize competitive and noncompetitive selections. **To the Director of the Office of Human Resource Management.**

Authority to approve performance evaluations for Peace Corps employees except Senior Foreign Service employees. **To “A” Delegates.** *See MS 626.*

Authority to approve terminations of employees during a trial period. **To “A” Delegates.** *See MS 613.*

Authority to establish positions and abolish encumbered positions. **To the Associate Director for Management.**

Authority to approve the employment of experts and consultants receiving pay up to or equal to the biweekly rate of pay for employees at the level of GS-15, Step 10 (excluding locality or any other additional pay). **To the Deputy Director and Chief of Staff/Chief of Operations.** This authority is non-transferable.

Authority to authorize the employment of experts and consultants. **To the Director of the Office of Human Resource Management.**

Authority to administer appointment oaths. *See 5 U.S.C. § 2903.* **To the Associate Director for Management.**

Authority to approve personnel details of employees outside the Peace Corps, except for personnel details under an interagency agreement. **To “A” delegates.** *See MS 673 and MS 103.*

Authority to authorize details of employees outside Peace Corps, other than personnel details under an interagency agreement. **To the Associate Director for Management and the Chief Financial Officer jointly.** *See MS 673.*

Authority to approve and authorize personnel details under an interagency agreement. **To the Chief Acquisition Officer.** *See MS 103.*

Authority to approve and authorize details of employees inside Peace Corps for 30 days or less. **To the employee’s supervisor.** *See MS 673.*

Authority to approve and authorize details of employees inside Peace Corps for more than 30 days. **To the requesting and releasing office directors jointly.** *See MS 673.*

Authority to accept voluntary services from persons other than Peace Corps Volunteers. **To “A” Delegates.**

Authority to approve requests for training. **To “A” Delegates.**

B. WORK SCHEDULES

Authority to approve and authorize maxiflex schedules, part-time work schedules, and hours of duty not covered by flextime. **To “A” Delegates.** *See MS 630, 742.*

C. LEAVE

Authority to approve leave as authorized by law and Peace Corps policy, unless reserved to the Director or otherwise specifically delegated, including:

- (a) Authority to approve and authorize advance annual leave not to exceed the amount to be earned in the current leave year;
- (b) Authority to approve and authorize advance sick leave not to exceed the amount to be earned during the employee’s present appointment;
- (c) Authority to approve and authorize individual excused absences;
- (d) Authority to approve and authorize leave without pay; and
- (e) Authority to approve and authorize military leave up to the amount of time permitted under applicable law.

To “A” Delegates. *See MS 620, 742.*

D. COMPENSATION

Authority to approve periodic step increases. **To “A” Delegates.** *See to MS 622.*

Authority to approve and authorize the earning of premium pay and the earning and use of compensatory time. *See MS 742, 630.* **To “A” Delegates.**

Authority to certify time and attendance reports and designate time and attendance clerks. **To “A” Delegates.** *See MS 742.*

E. COLLECTIVE BARGAINING AND GRIEVANCES

Authority to consult and negotiate formally with representatives of recognized labor organizations, and represent the Director of the Peace Corps in negotiated grievance and arbitration proceedings, unfair labor practice proceedings, representation proceedings, and any other matters arising under the negotiated agreement between the Peace Corps and the Peace Corps Employees’ Union. **To the Associate Director for Management.** *See MS 659, 655.*

F. GENERAL AUTHORITIES/OTHER

Authority to approve changes to organizational structures within the delegate's office or area of authority, except for those authorities reserved to the Director under paragraph 3.1 of MS 122. **To "A" Delegates.**

Authority to authorize changes to organizational structure that may affect bargaining unit employees. **To the Associate Director for Management.** *See MS 122.*

Authority to determine that the final lump sum payment from a separating employee if an accounting of all property assigned to the employee has not been received and notify the Office of Financial Services thereof. **To the Associate Director of Management.** *See MS 671.*

Authority to approve and authorize group dismissals. **To the Associate Director for Management.** *See MS 635.*

Authority to approve personnel actions concerning employees under his or her supervision except actions reserved to the Director of the Peace Corps or specifically delegated to another employee. **To "A" Delegates.**

Authority to approve personnel actions relating to members of the Senior Foreign Service and the Director's office staff heads, other than initial appointments, promotions, transfers, terminations, and disciplinary actions. **To the Chief of Staff/Chief of Operations.** This authority is non-transferable.

Authority to authorize all other personnel actions except those for which the power to authorize has been reserved to the Director or delegated to another employee. **To the Associate Director for Management.**

Authority to exercise personnel administrative authorities not reserved to the Director or delegated to another employee. **To the Associate Director for Management**

Aaron S. Williams
Director
March 7, 2011

1 Approval authorities are limited to actions within the delegate's office or area of responsibility. All of the authorities in this delegation are transferable, within the delegate's office or area of responsibility, unless otherwise noted.