

CHAPTER 7. OFFICE OF HUMAN RESOURCES MANAGEMENT (OHRM)

PART 1 DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHIEF HUMAN CAPITAL OFFICER (CHCO)

The authority of the Inspector General to select, appoint, and employ such officers and employees of the Office of Inspector General is derived from Section 6 of the Inspector General Act of 1978 (5 U.S.C. App. 3) as amended. As such, the Inspector General has independent authority to formulate policies and make determination concerning recruitment, selection, appointment/conversion, placement, position classification, position management, leave, hours of duty, training, travel/transportation, employee development, pay/compensation and awards, actions and adverse actions, labor relations, human resources oversight, career management, and other workforce and workplace related issues of employees in the Office of Inspector General. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General Act. Those delegations not covered by the authority granted by the Inspector General Act, such as those related to the Privacy Act and/or the Freedom of Information Act, remain applicable.

Delegated Authority	Limitations
1. Human resources responsibilities.	
Serves as Chief Human Capital Officer of GSA in accordance with the Chief Human Capital Officers Act of 2002, 5 U.S.C. 1401, 116 Stat. 2287 ; formulates agency policy, principles, and plans governing the areas of recruitment, placement, position classification, position management, pay, leave, hours of duty, employee relations, labor-management relations, training, employee development, human resources management (HRM) accountability, compensation, employee benefits, employee work-life programs, career management, and other workforce and workplace related issues.	
2. Appointment Authority	
a. Appoint applicants for employment, and promote, demote, reassign, transfer, and reinstate employees to positions. (40 U.S.C. 758(a)) All actions to fill attorney positions at all levels in the Central Office and regions, except on the Civilian Board of Contract Appeals and the Office of Inspector General, require the approval of the General Counsel.. All actions to fill Human Resources Officer positions in the Central Office and regions require collaboration with the Chief Human Capital Officer	
b. Administer the oath to be taken by Officers and employees incident to their entrance on duty in GSA or any other oath required by law in connection with employment. (5 U.S.C. 2903)	
c. Utilize the services of officials, officers, and other personnel in other executive agencies, including personnel of the armed forces. (Details) (40 U.S.C. 758(c))	
d. Appoint persons on a temporary limited basis without examination to meet any need that cannot be served	Appointments under this authority may not exceed 1

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	through appointment under some existing authority. (5 CFR 316.401)	month but may be extended for an additional month. This authority may not be utilized to exceed a service limitation imposed by some other appointing authority. No more than one appointment of a given person may be made under this authority during any 12 consecutive months.
e.	Appoint non-competitively a disabled veteran who has completed a course of training prescribed by the Department of Veterans Affairs under Ch. 31 of title 38, U.S.C.; to the position for which the veteran was trained These employees may be converted to career or career-conditional employment. (5 CFR 315.604)	
f.	Appoint under Schedule A to positions for which a local recruiting shortage exists when filled by inmates of Federal, District of Columbia, and State (including the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Trust Territory of the Pacific Islands) penal or correctional institutions under work-release programs authorized by the Prisoner Rehabilitation Act of 1965, the District of Columbia Work Release Act, or under work-release programs authorized by States. (5 CFR 213.3102(x))	Initial appointments under this authority may not exceed 1 year. An initial appointment may be extended for one or more periods not to exceed 1 additional year each upon a finding that the inmate is still in a work-release status and that a local recruiting shortage still exists. A person may serve under this authority no longer than 1 year beyond the date of that person's release from custody.
g.	Emergency appointments	
	(1) During any national emergency as defined in 5 CFR 230.402(a)(1), may make emergency-indefinite appointments without OPM approval. Except as specified in 5 CFR 230.402(c) and (d), these appointments shall be made from appropriate registers of eligibles as long as there are available eligibles. (5 CFR 230.402(b))	
	(2) When necessary to meet urgent needs resulting from an emergency posing an immediate threat to life or property, or a national emergency as defined in 5 CFR 230.401(a)(1), may appoint relatives to meet those needs without regard to the restrictions in 5 U.S.C. 3110 and 5 CFR 310.102.	Appointments under these conditions are temporary, not to exceed 30 days, but may be extended for a second 30 days if the emergency need still exists.
	(3) Upon attack on the United States, authorized to carry out what ever personnel activities may be necessary to the	(a) Actions taken under this section shall be consistent

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	<p>effective functioning of their organizations during a period of disaster without regard to any regulation or instruction of OPM, except those which become effective upon or following an attack on the United States. This authority applies only to actions under OPM jurisdiction. 5 CFR 230.401</p>	<p>with applicable regulations and instructions as far as possible under the circumstances and shall be discontinued as soon as conditions permit the reapplication of the applicable regulations and instructions</p> <p>(b) An employee may not acquire a competitive civil service status by virtue of any action taken under this section</p> <p>(c) Actions taken, and authority to take actions, under this section may be adjusted or terminated in whole or in part by OPM</p> <p>(d) Records shall be maintained of the action taken under this section</p>
h.	<p><u>Critical need appointments.</u> May fill positions for which a critical hiring need exists, including short-term positions and continuing positions that an agency must fill on an interim basis pending completion of competitive examining, clearances, or other procedures required for a longer appointment. (5 CFR 213.3102(i)(2))</p>	<p>Appointments under this authority may not exceed 30 days and may be extended for up to an additional 30 days if continued employment is essential to the agency's operations. The appointments may not be used to extend the service limit of any other appointing authority. An agency may not employ the same individual under this authority for more than 60 days in any 12-month period.</p>
i.	<p>When there is a shortage of eligible applicants resulting from a competitive announcement, may give an overseas limited appointment to a U.S. citizen recruited for a position overseas (5 CFR 301.201). When unusual or emergency conditions make it infeasible to appoint from a register, may give overseas limited appointments to a U.S. citizen recruited in an area where an overseas limited appointment is not authorized. (5 CFR 301.202)</p>	
j.	<p>May make temporary limited appointments according to the criteria provided in 5 CFR 316.401.</p>	

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k.	Appoint under Schedule A severely disabled persons who:	Upon completion of 2 years of satisfactory service under this authority, the employee may qualify for conversion to competitive status under the provisions of Executive Order 12125 and implement regulations issued by the office.
	(1) Have demonstrated under a temporary appointment their ability to perform the duties satisfactorily; or	
	(2) Have been certified by counselors of State vocational rehabilitation agencies or the Department of Veterans Affairs as likely to succeed in the performance of these duties. (5 CFR 213.3102(u))	
l.	Appoint to Schedule A positions any local physicians, surgeons, or dentists employed under contract or on a part-time or fee basis. (5 CFR 213.3102(n))	
m.	May make appointments without benefit of competitive examination when the duties and compensation of the positions are such, or qualified persons are so rare, that in the interest of good civil service administration the position cannot be filled through open competitive examination and the person appointed meets all applicable qualification requirements for the position. (5 CFR 316.601)	This authority is limited to positions at the GS-15 grade level and below that is unique to GSA or are of a one-of-a-kind nature.
n.	May make time-limited promotions to fill temporary positions, accomplish project work, fill positions temporarily pending reorganization or downsizing, or meet other temporary needs for a specified period of not more than 5 years, unless OPM authorizes the agency to make and/or extend time-limited promotion for a longer period. Competition required for promotions beyond 120 days. (5 CFR 335.102(f))	Authority may not be re-delegated below the Human Resources Officer level.
o.	<u>SES non-career or limited appointments.</u> May make SES non-career or limited appointments to general positions. (5 CFR 317.601)	Use of a limited appointment authority is subject to the following conditions: (1) Agencies are provided a pool of limited appointment authorities equal to 3 percent of their Senior Executive Service (SES) position allocation, or one authority, whichever is greater. An agency may use the pool to make a limited appointment only of an individual who has a career or

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		<p>career-conditional appointment (or an appointment of equivalent tenure) in a permanent civil service position outside the SES. If necessary, the Office of Personnel Management may suspend use of the pool authority.</p> <p>(2) Each use of a limited appointment authority other than under (1) above must be approved individually by OPM, and the authority reverts to OPM upon departure of the incumbent, unless otherwise provided by OPM.</p>
3. Selection		
a.	Make the final selection of candidates for positions or decide upon further personnel action; e.g., re-announcement.	The selection of reemployed annuitants may not be redelegated. All actions to fill Human Resources Officer positions in the Central Office and regions require collaboration with the Chief Human Capital Officer. The General Counsel (OGC), will select the Regional Counsel, and, after consultation with the appropriate Regional Counsel, select other regional attorneys.
b.	May approve the modification of selection procedures for excepted positions. (5 CFR 302.105)	
4. Details within GSA		
	Upon request of the office to which the employee is regularly assigned, approve or disapprove the detail of GSA employees within the agency for up to 120 days. These details may be extended. (5 CFR 300.301)	Details of more than 120 days to higher grade positions or to positions with known promotion potential must be made under competitive promotion procedures.
5. Classification		
a.	Establish and classify positions. (5 U.S.C. 5107 [General Schedule, Federal Wage System] and U.S.C. 5108 [Senior Executive Service])	
b.	Render agency decisions on classification appeals. (Pay Administration and Position Classification (OAD P 9550.1)	

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[General Schedule, Federal Wage System]	
6. Special Emphasis Programs	
a. Manages and coordinates the nationwide special emphasis programs.	
b. Coordinates with the Office of Civil Rights in the preparation of the annual affirmative employment reports to the Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC).	
7. Adverse actions and actions based on unsatisfactory performance.	
a. Issue notices of proposed adverse actions to suspend, furlough without pay, reduce in grade or pay or, remove employees, and sign final letters of decisions on these actions. Issue notices proposing to remove or reduce in grade and sign final letters of decision based on unsatisfactory performance under 5 CFR Part 432. (5 CFR 432 3.a.)	<p>Proposal letters and decision letters require prior concurrence of the appropriate servicing human resources offices as to compliance of the letter within applicable regulations.</p> <p><u>Proposing Official</u> – Can be the first line supervisor or higher level supervisory official. Determination must be made in consultation with OHRM.</p> <p><u>Deciding Official</u> – Must be a higher level supervisor who may be in a direct or indirect chain of command than the proposing official.</p> <p>For those actions proposed by the AC or RC, the Deputy Commissioner should serve as the deciding official. The Commissioner has the discretion to re-delegate as appropriate.</p> <p>This does not include the authority to issue final letters to members of the Senior Executive Service (SES). Any action affecting members of the Senior Executive Service must be coordinated with the Chief Human Capital Officer. Letters for members of the SES must be signed by the Administrator.</p>

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		This does not include actions relating to employees of the Office of the Inspector General.
b.	Take disciplinary action, as appropriate, not resulting in loss of pay, position, or benefits, involving members of the Senior Executive Service assigned to their organizations.	<p><u>Proposing Official</u> – Can be the first line supervisor or higher level supervisory official. Determination must be made in consultation with OHRM.</p> <p><u>Deciding Official</u> – Must be a higher level supervisor who may be in a direct or indirect chain of command than the proposing official.</p> <p>For those actions proposed by the AC or RC, the Deputy Commissioner should serve as the deciding official. The Commissioner has the discretion to re-delegate as appropriate.</p> <p>This does not include the authority to issue final letters to members of the Senior Executive Service (SES). Any action affecting members of the Senior Executive Service must be coordinated with the Chief Human Capital Officer. Letters for members of the SES must be signed by the Administrator.</p> <p>This does not include actions relating to employees of the Office of the Inspector General.</p>
<p>8. Grievances under the GSA Grievance Procedure. (Negotiated grievance procedures are as stated in the appropriate Negotiated Bargaining Agreements.)</p>		
	Act as the deciding official on formal grievances concerning matters within their jurisdictions except when the subject of the grievance is a decision that was made or concurred in by them or an action that was taken by them. (HB, GSA Grievance Procedures (OAD P 9771.1A))	
<p>9. Incentive awards. (General: Approval of awards is limited to employees within their jurisdiction, except the CHCO.)</p>		

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a.	Individual Performance Awards.	<p>Must be exercised in accordance with GSA Associate Performance Recognition System (APRS), CPO P 9451.1</p> <p>Approval of awards is limited to employees within their jurisdiction.</p>
b.	Quality Step Increase (QSI).	<p>Must be exercised in accordance with GSA Associate Performance Recognition System (APRS), CPO P 9451.1</p> <p>Approval of awards is limited to employees within their jurisdiction.</p>
c.	Organizational Performance Awards.	<p>Awards over \$5,000 require the approval of the Administrator.</p> <p>Awards to the staff of the Inspector General are not covered by this delegation.</p>
d.	Special Act Awards.	<p>All Special Act Awards require two levels of approval.</p> <p>Awards over \$5,000 require the approval of the Administrator except awards to the staff of the Inspector General.</p>
e.	<u>Honor Awards.</u> Upon request for nominations from the CHCO, submits recommendations for the Administrator's Distinguished Service Award, Administrator's Meritorious Service Award, and Administrator's Excellence in Performance Award	Recommendations must have concurrence from the HSSO before submission to the Administrator for final approval.
f.	Exceptional Service Awards.	<p>A supervisor may submit a nomination at any time to their HSSO for endorsement of the Administrator's Exceptional Service Award.</p> <p>The CHCO must concur, prior to the Administrator's approval.</p> <p>The Administrator's approval may not be re-delegated.</p>
g.	<u>Other Awards - Non-monetary Recognition.</u> Approves the following awards: Public Service Award, Commendable	Recommendations should be in writing and forwarded through

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	Service Award, Certificates of Performance Achievement, Official Letters of Recommendation, and Non-GSA Awards.	channels to the HSSO for approval and issuance.
10. Labor relations.		
a.	Agency representation.	
	(1) Designate agency officials to represent GSA at hearings or other proceedings before or directed by the Federal Labor Relations Authority (FLRA) or regional officials thereof.	In unfair labor practice (ULP) complaint proceedings and hearings, the authority of the Chief Human Capital Officer is limited to the designation of the agency's technical representative; designation of the agency's legal representative for such proceedings is delegated to the General Counsel.
	(2) Designate agency officials to represent GSA at hearings or other proceedings before or directed by the Federal Service Impasses Panel (FSIP).	
b.	<u>Union contracts.</u>	
	(1) Reviews and approves agreements with labor organizations in accordance with 5 U.S.C. 7114(c).	Concurrence of the Head of Service or Staff Office of Regional Administrator is required.
	(2) Sign labor agreements subject to approval by the Chief Human Capital Officer.	
	(3) Designate chief negotiators and approve the composition of management negotiation teams authorized to negotiate and execute agreements with labor organizations.	
	(4) With prior concurrence by the issuing official, considers and grants or denies requests for exceptions to internal GSA regulations and directives that are a bar to negotiations.	This authority is limited to provisions of GSA regulations which are discretionary with GSA and not required by law, other regulations, or Executive orders.
c.	<u>Charges against unions.</u> File Unfair Labor Practice (ULP) charges against labor organizations.	
11. Reasonable Accommodation.		
a.	Promulgates agency-wide policy. 42 U.S.C. 12116	
b.	Tracks use and training.	
12. Part-time employment		
a.	Identifies positions which can be staffed on a part-time basis. (5 U.S.C. 3402(a)(1)(A))	
b.	Grants exceptions to permit part-time employees to work regularly from 1 to 15 hours per week. (5 U.S.C.3402(a)(3))	

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13. Pay Incentives and Differentials.		
a.	Issues wage rate schedules for positions whose rate of pay is fixed with reference to prevailing local rates. (5 U.S.C. 5343)	
b.	Makes annual determinations for premium compensation on an annual basis be paid to certain firefighters and law enforcement officers (5 CFR 550.181 thru 187 (availability pay for Law Enforcement Officers), 5 U.S.C. 5545b (Pay for Firefighters), and 5 CFR 550.141 thru 164 (Annual standby pay).	
c.	Provides agency wide policy guidance for granting cost-of-living allowances and living quarters allowances:	
	(1) Advises and provides policy guidance for granting allowances and differentials for employees stationed in foreign areas (Department of State Standardized Regulations (DSSR) Chs. 100, 200, and 500)	
	(2) Advises on and provides policy guidance for granting cost of living allowances for employees stationed in non-foreign areas (OPM Regs. at 5 CFR 591, Subpart B)	
d.	Advises on and provides policy guidance used in determining the eligibility of employees for advance payments, evacuation payments, and special evacuation allowances; approve waivers of recovery; and grant extensions for continuation of evacuation payments in accordance with 5 U.S.C. 5521 thru 5527, DSSR Chapter 600; and 5 CFR 550.401 thru 409.	
e.	Advises on and provides policy guidance used to grant grade and/or pay retention to eligible employees under circumstances when it is not mandatory.	Must be exercised in accordance with applicable laws and regulations and agency policy
f.	Certifies the necessity of special salary rates in GSA and availability of funds for special salary rate authorizations which cover fewer than 1000 General Schedule employees and cost less than \$4 million.	Authority limited to rates that cover fewer than \$4 million. The Chief Financial Officer concurrence is required.
g.	Provides policy and procedural guidance and interpretation for using a special salary rate as a highest previous rate. (5 CFR 531.203)	Must be exercised in accordance with applicable law and prescribed agency policy in the Pay Administration and Position Classification Handbook (OAD P 9550.1).
h.	Authorize the payment of a supervisory differential to GS supervisors who provide direct technical supervision over one or more higher paid civilian employees where the positions of the subordinates are not under the General Schedule. (5 CFR 575.402)	Must be exercised in accordance with applicable laws, regulations, and agency policy.
i.	When there is difficulty in obtaining employees to perform required personal services because of the restrictions in 5 U.S.C. 5533(a) on pay for more than one position for more than 40 hours a week, may make an exception to the	

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	restriction upon a determination that the required services cannot be readily obtained otherwise. The exception shall specify the position(s) to which it applies. (5 U.S.C. 5533; 5 CFR 550.504)	
j.	Designates worksites within "normal" commuting patterns as remote and establishes allowance rates for each post of duty determined to be remote. (5 U.S.C. 5942; 5 CFR 591.301 et seq.)	
k.	May approve the appointment of persons at pay rates above the minimum for the grades because of superior qualifications of the candidate, or to satisfy special needs of the agency for the candidates' services. (5 U.S.C. 5333)	Advanced in-hiring rates based on the candidate's current actual salary are subject to EX-I aggregate pay limitation.
l.	May approve a recruitment or retention incentive to fill a position with a high quality candidate from outside Federal employment (new appointee) when the agency has determined that the position is likely to be difficult to fill in the absence of an incentive. (5 U.S.C. 5753; 5 CFR 575.109)	<ol style="list-style-type: none"> 1. May not be re-delegated below the Human Resources Officer level. 2. Approving authority must be at a higher level than the recommending official. 3. Incentives may not exceed 25 percent of basic pay multiplied by the number of years in the service period (not to exceed 4 years) and are subject to EX-I aggregate pay imitation. 4. Incentives may not be authorized for any category listed in 5 CFR 575.104 without the prior approval of the OPM. 5. The appointee must execute a written agreement to remain with GSA for a minimum of 12 months. (5 CFR 575.110)
m.	May approve a relocation incentive for an employee who must relocate to accept a mission critical or hard to fill position. (5 U.S.C. 5753)	<ol style="list-style-type: none"> 1. Incentives of \$10,000 or more in total or aggregate must be approved by the Chief Human Capital Officer (CHCO). Incentives, in any dollar amount, that is to be given in combination or in addition to other initiatives (e.g., SQA), must be reviewed and approved by the CHCO. CPO IL-05-3A requires CHCO

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		<p>approval on relocations of less than 50 miles, regardless of the dollar amount of the incentive.</p> <p>2. May not be redelegated.</p> <p>3. Incentives may not exceed 25 percent of basic pay multiplied by length of the service agreement, not to exceed 4 years. Total payment may not exceed 100% of annual pay at the beginning of the service period.</p> <p>4. Incentives may not be authorized for any category listed in 5 CFR 575.204 without the prior approval of the OPM.</p>
n.	<p>May approve a retention allowance for an unusually high quality employee or one for whom GSA has a special need and for who, in either case, would otherwise leave the Federal Government. (5 U.S.C. 5754; 5 CFR 575.301)</p>	<p>1. Approving authority must be at a higher level than the recommending official.</p> <p>2. The incentive may not be authorized for any category of employee listed in 5 CFR 575.304 without prior approval of OPM.</p> <p>3. Retention incentives may not exceed 25 percent of basic pay and are subject to EX-I aggregate pay limitation.</p> <p>4. The CHCO must certify in writing, at least annually, whether the payment is still warranted.</p>
o.	<p>May approve a group retention allowance for a category of unusually high quality employees or a category of employees for whom GSA has a special need and for whom, in either case, there is a high risk that a significant number in the targeted category would otherwise leave the Federal Government. (5 CFR 305(b))</p>	<p>1. May not be re-delegated.</p> <p>2. Group retention incentives may not exceed 10 percent of basic pay and are subject to EX-I aggregate pay limitation.</p> <p>3. A group retention allowance for a category of employees determined to overlap more than one of the regions, Central</p>

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		<p>Office must be approved by the Administrator.</p> <p>4. Approving authority must be at a higher level than the recommending official.</p> <p>5. The incentive may not be authorized for any category of employee listed in 5 CFR 575.304.</p> <p>6. The approving official must certify in writing, at least annually, whether the payment is still warranted.</p>
p.	Develops requests to OPM to increase group retention incentives to more than 10 percent. (5 CFR 575.309)	CHCO must ensure regulatory review and compliance. All requests must be approved by the Administrator before going to OPM.
q.	q. May approve a student loan repayment (SLR) of not more than \$10,000 annually or \$60,000 overall per employee under 5 U.S.C. 5379 and 5 CFR part 537.	<p>1. May not be re-delegated. However, renewal of existing agreements may be redelegated.</p> <p>2. To receive an SLR, an employee must execute a service agreement to remain with GSA for a minimum of 3 years</p> <p>3. A written determination supporting either recruitment or retention need is required to meet the requirements under 5 CFR 537.105 and GSA policy.</p> <p>4. The renewal of a service agreement must be done prior to expiration of the existing service agreement.</p>
r.	r. Respond to claims under the Fair Labor Standards Act (FLSA) filed with GSA concerning GSA FLSA exemption status determinations, minimum wage entitlements, or FLSA overtime pay entitlements in accordance with 5 CFR Part 551.	May not be re-delegated below the Human Resources Officer level.
s.	s. Respond to back pay claims under the 5 U.S.C. 5596 and 5 CFR 550 subpart H.	May not be re-delegated below the Human Resources Officer

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		level.
t.	t. May grant an exception to the prohibition on premium pay for periods of training. (5 U.S.C. 4109; 5 CFR 410.402(b))	Authority may not be re-delegated below the Human Resources Officer level.
u.	(3) May approve waivers to the biweekly maximum earnings limitation on basic and premium pay under 5 CFR 550.105 during emergencies posing a direct threat to human life or property.(5 CFR 550.106)	
14. Work life programs.		
a.	Develops agency policy.	
b.	Implements employee benefits and work life programs including retirement, health benefits, life insurance, long term care insurance, flexible spending accounts, health care savings accounts, survivor benefits, employee assistance programs, telework, child care subsidies, transit benefit programs, and others.	
15. Human capital accountability.		
a.	Conducts human resources evaluations and directs corrective action in cases of regulatory or legal noncompliance	
b.	Provides binding advisory opinions on classification actions, post-audits, staffing actions, and directs corrective action.	
c.	Recommends to the Administrator that human resources authorities delegated to the Heads of Services and Staff Offices and the Regional Administrators be withdrawn in cases of legal or regulatory noncompliance or abuse of authority.	
d.	Strategic Alignment of Human Capital Strategies:	
	(1) Develops the Agency Human Capital Management Strategy (HCMS)	
	(2) Ensures alignment with mission, goals, and organizational objectives.	
	(3) Ensures integration of HCMS with the Agency Strategic Plan and performance budget	
e.	Leadership and Knowledge Management Strategies:	
	(1) Develops the Agency Leadership and Knowledge Management Strategy	
	(2) Ensures the continuity of leadership competencies	
	(3) Ensures that knowledge is shared across the organization	
f.	Results Oriented Performance System:	
	(1) Develops the Agency performance management system	
	(2) Ensures differentiation between high and low levels of performance	

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	(3) Ensures linkage with organizational goals and desired results	
	(4) Ensures the Agency reward system is consistent in its linkage of performance, results, and reward.	
g.	Strategic Alignment of Human capital Strategy	
	(1) Develops the Agency strategy to ensure the agency has quality employees with appropriate competencies in support of the Agency's mission and mission critical areas.	
	(2) Develops the Agency strategy to address succession management for leadership and mission critical occupational positions within GSA	
	(3) Develops the Agency strategy to identify, assess, and address skill, knowledge, and competency requirements and gaps for all occupations used in the agency.	
16. Reduction-in-force (RIF).		
a.	Determine that a reduction-in-force is required because of a lack of work or funds, changes in positions resulting from reorganizations, changes in positions resulting in downward reclassification, or the need to create position vacancies for employee with reemployment or restoration rights.	<p>OPM regulations must be followed. Potential RIF's must be coordinated with the Chief Human Capital Officer and the appropriate Head of Service or Staff Office or Regional Administrator. . The following RIF actions, both Central Office and regional, require the concurrence of the Chief Human Capital Officer:</p> <ol style="list-style-type: none"> 1. Actions involving 50 or more employees; 2. Actions resulting from Central Office directed reorganizations; 3. Actions affecting more than one competitive area; 4. Actions involving position changes between the Central Office and one or more regions; and 5. Actions involving position changes between regions or between Central Office Services and Staff Offices.
b.	May change competitive areas in reductions-in-force. (5	Decisions to establish smaller

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	CFR 351.402(c)	competitive areas shall not be arbitrary or capricious and the resulting areas established must provide adequate competition.
17. Retirement coverage		
	Makes agency requests to OPM for obtaining special retirement coverage for law enforcement officers and firefighters employed under the Civil Service Retirement System (CSRS) (5 U.S.C. 8336(c) and the Federal Employees Retirement System (FERS). (5 U.S.C. 8412(d))	
18. Separation Incentives.		
a.	Develops requests to OPM to gain authorization for the use of Voluntary Separation Incentive Payment (VSIP or "buyout") authority under Section 1313(b) of PL 107-296, and Voluntary Early Retirement Authority (VERA or "early retirement"), under 5 CFR 831.114 and 5 CFR 842.213, for GSA organizations or other agency components	
b.	Upon approval of a VSIP/VERA authority by OPM and a determination that the utilization of VSIP/VERA separation incentives are warranted provides formal buyout and/or early retirement offers to specific, impacted employees.	
c.	Approves the Binding Separation Agreements submitted by employees, who have formally received a VSIP and/or VERA offer, and who have elected to separate from GSA under one or both of these incentives.	
19. Time and leave		
a.	<u>Hours of duty.</u>	
	(1) Modify the basic work-week established by the Administrator with respect to calendar days of the week and hours of the day for particular services that must be provided around the clock and/or 7 days of the week, provided that the total hours in the basic workweek shall not exceed 40 and shall be performed within not more than 6 of any 7 consecutive days. Establish special tours of duty to permit employees to participate in courses at nearby colleges, universities, or other educational institutions that will equip them for more effective work in the agency. (5 U.S.C. 6101(a); 5 CFR 610.101 thru 123)	The Chief Human Capital Officer's authorization to modify the basic workweek may only be exercised for groups of 50 or less employees.
	(2) Establish a regularly scheduled administrative workweek in excess of 40 hours per week for maintenance employees who, by the nature of their work, are required to be at their post of duty for continuous periods in excess of 8 hours, provided that all such regularly scheduled service shall be performed within not more than 6 of any 7 consecutive days. (5 U.S.C. 6101(a); 5	

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CFR 610.111)	
(3) Adjust the opening and closing hours of the basic 8-hour workday in order to promote efficiency and further the interests of the Government: In the Metropolitan Washington, DC area for both Central Office and regional employees.	This authority is limited to adjustments when neither the current nor the proposed hours of duty begin or end within either of the periods 6:30 to 9:30 a.m. or 3:00 to 6:00 p.m.; or adjustments affecting fewer than 50 employees.
(4) Authorize the closing of GSA offices and the relieving of regular per annum, daily, hourly, and piecework employees from active duty without charge to leave or loss of pay, if appropriate, because of interruptions in normal operations due to an emergency condition or when otherwise considered necessary. (5 CFR 610.301 thru 306).	The Chief Human Capital Officer exercises this authority in the Metropolitan Washington, DC area and may authorize early dismissal in this area.
(5) Establish flexible and/or compressed work schedules in accordance with GSA time and leave policies.	(a) This authority is limited by the provisions of negotiated agreements with labor organizations (b) Officials to whom SES members report have the authority to establish or to decline to establish a maxi flex schedule in their organizations and may eliminate the maxi flex schedule at will. Only SES members who volunteer for it are eligible for the maxi flex schedule.
b. Adjustment of working hours	
Modify the working hours of individual employees when it is in GSA's interest when individual needs of employees can be accommodated for legitimate reasons and the work of the agency will not be impeded. (5 U.S.C. 6101)	Where the justification for modification of working hours is based on reasons of health of an employee or a member of the employee's family, it shall be supported by a physician's certificate. The modification of working hours in these instances will be of temporary duration and will have a specified termination date.
c. <u>Overtime</u> . Order or approve overtime duty.	Must be exercised in accordance with agency policy set forth in OAD P 6010.4.
d. <u>Denial of leave because of public exigency</u> . Determines that an exigency of the public business is of such importance the	Approval of the Administrator is required whenever the leave of

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	employees may not use annual leave to avoid its forfeiture under normal rules governing maximum accumulation. (5 CFR 630.305)	the determining official or his or her immediate staff is affected. This authority may be re-delegated only to officials who report directly to the Chief Human Capital Officer, To be restored due to an exigency, leave must be requested and approved before the beginning of the third pay period before the end of the leave year.
e.	<u>Excused absence.</u> Determine whether to grant excused absence (administrative leave) for individual employees under appropriate circumstances and the appropriate amount of such leave.	Must be exercised in accordance with the limitations prescribed by agency policy (OAD P 6010.4 Ch-8) and applicable decisions of the Comptroller General of the United States or OPM.
f.	<u>Advance of sick leave.</u> Approve advanced sick leave up to 240 hours to employees in appropriate circumstances. (OAD P 6010.4)	Must be exercised in accordance with OAD P 6010.4, Time and Leave Administration
g.	<u>Voluntary leave transfer program and Emergency Leave Transfer Program.</u>	
	(1) Approve or deny an application to be a leave recipient under the Voluntary Leave Transfer Program. (5 CFR 630.905)	Must be exercised in accordance with agency policy set forth in OAD P 6010.4.
	(2) Approve or deny an appeal from applicants denied approval to become leave recipients.	
	(3) Approve or deny an application to be a leave recipient under the Emergency Leave Transfer Program. (5 CFR 630.1105)	
	(4) Approve or deny an appeal from applicants denied approval to become leave recipients.	
20. Training.		
a.	Approve their own training requests, as well as such requests for employees of their organizational units. (5 U.S.C. Ch. 41; 5 CFR Part 410)	Must be exercised in accordance with OAD P 9410.1, Employee Development and Training.
b.	May develop and implement training agreements in which intensive training is to be used as a substitute for normal qualification standard requirements, including time-in-grade requirements	Training agreements: 1. Must not be used for moving temporary or excepted employees into career or career-conditional positions unless proper authority exists; 2. Cannot impose any form of positive educational

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	<p>requirements except those already required nor serve as the authority for waiving such requirements;</p> <p>3. Must conform to all requirements of the Fair Labor Standards Act appropriation act provisions, or other applicable statutes or policies;</p> <p>4. Must specify that at least 50 percent of the training must be in the target occupation or directly related fields;</p> <p>5. May not provide for noncompetitive re-promotion to former grades for those who took involuntary downgrades and failed to complete the training satisfactorily;</p> <p>6. May be the basis for crediting qualifications or service at an accelerated rate only when making assignments to positions under the agreement. They may not provide accelerated credit for qualifications earned in training by anyone who leaves the program. m without reaching the target position;</p> <p>7. Must demonstrate the existence of a recruitment and/or retention problem which can be relieved through use of rapid promotional advancement if it is used as an exception to time-in-grade. However, those which provide for accelerated promotions may not be used to permit consecutive promotions at an accelerated rate; and</p> <p>8. May provide for</p>

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Delegated Authority		Limitations
		movement of trainees to positions in the Senior Executive Service (SES) only in accordance with general SES requirements.
c.	May grant an exception to the following constraints on training in 5 U.S.C. Ch. 41 (Not covered by other delegations) (5 U.S.C. 4102(b))	Authority may not be re-delegated below the Human Resources Officer level.
	(1) The limitation on the extent to which an agency may pay for the transportation of a trainee's family, household goods, and personal effects to and from the training site. (5 U.S.C.4109(a)(2)(B); 5 CFR 410.403)	
	(2) The prohibition against training to obtain an academic degree to qualify for a position for which a degree is a basic requirement. (5 U.S.C. 4107(a)(1); 5 CFR 410.308))	This authority may be exercised only after it is certified that upward mobility exists and only in an occupation with a degree requirement
21. Travel and transportation incident to employment.		
a.	May approve the determination that a pre-employment interview is necessary and may pay for the travel and transportation expenses for such. (5 U.S.C. 5706b)	GSA travel regulations (PFM P 4290.1) and agency record keeping procedures must be followed.
b.	May pay candidates for SES positions travel expenses incurred incident to pre-employment interviews. (5 U.S.C. § 5752)	GSA travel regulations (PFM P 4290.1) must be followed.
c.	May pay the travel and transportation expenses of new appointees to any position. (5 U.S.C. § 5723(a))	GSA travel regulations (PFM P 4290.1) must be followed. The appointee must execute a written agreement to remain in Government service for 12 months after appointment or assignment. (5 U.S.C. 5723(b))
d.	May approve permanent change of duty stations (PCS) allowances for last move home of SES career appointees upon retirement	GSA travel regulations (PFM P 4290.1) must be followed
22. Miscellaneous		
	May determine that GSA has taken over a public or private enterprise, or an identifiable unit thereof, and that a position has thereby been brought into the competitive service along with its incumbent. (5 CFR §§ 316.701 and 702)	This authority does not include revoked, excepted service positions; i.e., schedule C, or positions for which statutory appointing authority still exists except when such a takeover is specifically required by statute.
23. Procurement and contracting		
	Procures in-house training and educational services to be rendered by universities, colleges, or other educational institutions and instructional services or new training courses	Delegation of authority for procurement and contracting is subject to the Contracting

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Delegated Authority		Limitations
	needed by GSA. Makes purchases and contracts for operating equipment and supplies, administrative equipment, office supplies, consulting services, professional services and non-personal services for use by the office in carrying out its responsibilities as described in the GSA Organization Manual. This includes the authority and responsibility for making determinations and decisions required by law, regulation, or agency directive, including but not limited to the Federal Acquisition Regulation and the GSA Acquisition Regulation relating to the acquisition of property and services.	Officer Warrant Program (GSAR 501.603)
24. Interagency agreements.		
	Executes memorandums of understanding and agreements with other agencies to provide or receive human resources services, including information technology support, on a reimbursable basis. (40 U.S.C. §§ 501, 502; 31 U.S.C. § 1535)	
25. Human Resources Information Technology		
a.	Manages all human resources information technology (HRIT) programs and systems of GSA.	
b.	Authorizes investment in GSA HRIT systems; monitors and evaluates the performance of those systems; and makes decisions to modify or terminate those systems.	
c.	Promotes the effective and efficient design and operation of all HR information resources management processes for GSA, including improvements to HR work processes of GSA.	
d.	Provides HR information security protection, policy, and operations commensurate with the responsibilities described in 44 U.S.C. § 3544.	
26. FOIA Appeals		
	Decide appeals of denied records kept by the General Services Administration (41 CFR § 105-60.403)	<p>a. Review by the Office of General Counsel in consultation with appropriate regional and Central Office officials is required on FOIA Act appeal responses.</p> <p>b. In the case of the Civilian Board of Contract appeals, the legal counsel will be the Board Counsel.</p> <p>c. In cases where the Chief Human Capital Officer has made the initial denial, the Commissioner of FAS</p>

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Delegated Authority		Limitations
		<p>becomes the deciding official.</p> <p>d. The Inspector General is the deciding official for records under his/her jurisdiction.</p>
27. Human Capital Authorities		
	(See Part 1, Chapter 2, of this Manual)	
28. Common Authorities		
	(See Part 2, Chapter 2, of this Manual)	
29. Financial Management Authorities		
	(See CFO P 5450.1)	

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**PART 2 DELEGATION OF AUTHORITY FROM THE CHIEF HUMAN CAPITAL OFFICER
(CHCO) TO OHRM OFFICIALS**

(RESERVED)