



# Ames Policy Directive

APD 3000.1

Effective Date: May 27, 2020

Expiration Date: May 27, 2025

COMPLIANCE IS MANDATORY

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**Subject: Delegations of Authority - Personnel**

**Responsible Office: Code H / Human Capital and Education Directorate**

## CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Baseline		3/4/2005	Initial baseline.
Revision	1	6/18/2007	Update org codes/titles.
Revision	2	6/2/2015	Updates to designated position levels.
Revision	3	5/27/2020	Update designated position titles and clarify delegations.

## **1. POLICY**

- a. The Human Capital Director is delegated and retains the authority in all personnel actions as provided in Section 6, Delegation. It is Ames Research Center (ARC) policy to re-delegate authority to the lowest Center management level that will ensure operational efficiency and consistency.
- b. Attachment A of this directive lists specific delegations of authority to act in personnel matters, the approving officials who exercise the delegations of authority, and the issuances and directives containing details on the extent and conditions, if any, of each delegation.
- c. Other delegations of authority may be found in relevant Ames Policy Directives (APDs).
- d. The individuals listed in the enclosure are delegated final approval authority; however, normal supervisory and other review/approval chains must be observed. Unless otherwise indicated, deputies may act for designated managers (e.g., an Organization Deputy Director may approve actions delegated to an Organization Director). Approving officials may designate other supervisory officials to act in their absence. The Center Director, or another official designated by the Center Director, may also act in the absence of the persons named.
- e. Consult the relevant Human Resources (HR) manager for information on delegations of authority for unusual situations or other personnel actions not listed in the enclosure.

## **2. APPLICABILITY**

- a. This APD is applicable to ARC civil service personnel.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denote descriptive material.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

## **3. AUTHORITY**

- a. NPD 3000.1, Human Capital Management

## **4. APPLICABLE DOCUMENTS AND FORMS**

None.

## **5. RESPONSIBILITY**

- a. The **Human Capital and Education Directorate** is responsible for the implementation and oversight of the Delegations process at ARC.

## **6. DELEGATION OF AUTHORITY**

- a. Pursuant to NPD 3000.1, paragraphs 1.a(6)(j) and 5.b(2)(a), the Center Director delegates authority for all personnel actions to the Human Capital Director, unless the authority is specifically retained by the Center Director or delegated to the Center Chief Counsel in Attachment A. Attachment A provides additional specific delegations.

## **7. MEASUREMENT/VERIFICATION**

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.
- b. A representative of the Human Capital and Education Directorate will review documents to ensure proper signatory authority.

## **8. CANCELLATION**

- a. APD 3000.1, Delegations of Authority – Personnel, dated June 2, 2015.

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Eugene Tu  
Director

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## **DISTRIBUTION:**

Internal and external distribution.

## ATTACHMENT A. DELEGATIONS OF AUTHORITY

<b>Table A-1. Details</b>	
Reference(s): 5 CFR 300.301	
Action	Approving Official(s)
Details of less than 30 days	First level supervisor (can be arranged informally and need not be made a matter of record).
Details in excess of 30 days, and extensions beyond 120 days within an organization unit (e.g. Branch, or Division, or Directorate)	First level supervisor or above may detail an employee to another position within their organization.
Details in excess of 30 days, and extensions beyond 120 days to another organization	First level supervisor or above may detail an employee to another organization with the concurrence of the gaining supervisor and the approval of the cognizant Organization Director(s) and the Center Associate Directors.

<b>Table A-2. Conduct and Performance Actions</b>	
Reference(s): 5 CFR 752, NPR 3432.1; NPR 3752.1; 5 CFR 432	
Action	Approving Official(s)
Written reprimand	First level supervisor
Suspensions, reduction in grade/pay, terminations, removals	Proposed by first level supervisor. Decided by supervisory official one level above proposing official.
Furlough without pay	Center Deputy Director
Removal based on suitability determination for incidents prior to employment	Human Capital Director

<b>Table A-3. Grievances</b>	
Reference(s): NPD 3000.1; NPG 3771.1; 5 CFR 771; local negotiated procedures	
Action	Approving Official(s)
Informal grievances Step 1 – Agency and Negotiated Procedures	First level supervisor
Formal grievances Step 2- Agency and Negotiated Procedures	Management official designated by Human Capital Director

**Table A-4. Outside Employment**

Reference(s): 5 CFR 6901; NPR 1900.3

Action	Approving Official(s)
Outside employment, consulting, teaching, lecturing, and similar outside activities	Center Chief Counsel

**Table A-5. Guest Workers (Ames Associates)**

Reference(s): NPD 1050.1

Action	Approving Official(s)
Services of unpaid employees or guest workers	Human Capital Director and the Chief Counsel

**Table A-6. Experts and Consultants**

Reference(s): NPD 3000.1; 5 CFR 304; NPR 3300.1

Action	Approving Official(s)
Appointments of experts and consultants	Human Capital Director

**Table A-7. Intergovernmental Personnel Act (IPA) Agreements**

Reference(s): 5 CFR 334; 5 USC 3371-3376; NPR 3300.1; NF2M 3000.12

Action	Approving Official(s)
Agreements for non-executive level incoming personnel, exchanges with state and local Governments, and institutions of higher education	Human Capital Director and Center Chief Counsel
Agreements for non-executive level outgoing personnel, exchanges with state and local Governments, and institutions of higher education	Human Capital Director, Center Chief Counsel, and the Center Director

**Table A-8. Leave Without Pay**

Reference(s): 5 CFR 630

Action	Approving Official(s)
Leave without pay, less than 30 days	First line supervisor
Leave without pay in excess of 30 days	Human Capital Director

**Table A-9. Payment of Travel and Transportation**

Reference(s): 5 CFR 572; NPR 3530.1; FMM 9761-2; S. 610, NASA Flexibility Act of 2004

Action	Approving Official(s)
New and current employees upon reassignment, reinstatement, transfer or temporary change of station.	Human Capital Director, and alternate by virtue of succession only
Travel and Transportation Expenses for first post of duty	Human Capital Director

**Table A-10. Telework**

Reference(s): Public Law 106-346, Section 359

Action	Approving Official(s)
Employment performed away from the office	Regular Schedules: First line supervisor; Special Schedules: Supervisor of the assigned Human Resources Business Partner (HRBP)

**Table A-11. Superior Qualifications Pay**

Reference(s): 5 CFR 531.202 (b); NPR 3530.1

Action	Approving Official(s)
Advance in hire	Organization Director and Human Capital Director (or Supervisor of the assigned HRBP)

**Table A-12. Bonuses and Allowances**

Reference(s): 5 CFR 575.102 & 202; S.610, NASA Flexibility Act of 2004, NASA PB 2013-9-CAC, NPR 3530.1, NASA Chief Human Capital Officer Delegation of Recruitment and Retention Bonus Memo dated March 25, 2019

Action	Approving Official(s)
Recruitment, Re-designation, Relocation Bonuses (For GS-15 and below)	Organization Director and Human Capital Director (Bonuses up to \$10,000)
Recruitment, Re-designation, and Relocation Bonuses (For GS-15 and below)	Organization Director, Human Capital Director, and Center Deputy Director (Bonuses above \$10,000)
All Retention Incentives	Human Capital Director

**Table A-13. Annual Leave Enhancements**

Reference(s): S. 610, NASA Flexibility Act of 2004

Action	Approving Official(s)
Annual Leave Enhancements	Organization Director and Human Capital Director (or Supervisor of the assigned HRBP)

**Table A-14. Qualifications Pay**

Reference(s): S.610, NASA Flexibility Act of 2004

Action	Approving Official(s)
Qualifications Pay Authority	Organization Director, Human Capital Director, and Deputy Center Director

## **ATTACHMENT B. ACRONYMS**

APD	Ames Policy Directive
ARC	Ames Research Center
HR	Human Resources
HRBP	Human Resources Business Partner
NPD	NASA Policy Directive
NPG	NASA Procedures and Guidelines
NPR	NASA Procedural Requirements