

BOEM ADMINISTRATIVE DELEGATIONS OF AUTHORITY

8. HUMAN RESOURCES	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION				
1. Abolishment of positions which will result in a reduction-in-force action or reassignment in lieu of a reduction-in-force.		DD - A		Bureau of Safety and Environmental Enforcement (BSEE) Chief, Human Resources (HR) Division - C
2. Appointments based on White House service.	SEC <sup>1</sup> - A	D - P		BSEE Chief, HR Division - C
3. Details				
a. Outside Bureau within Department of the Interior (DOI).				First level supervisor - A Consult BSEE Servicing HR Office
b. Outside DOI.				First level supervisor - A Consult BSEE Servicing HR Office
c. Extensions beyond 1 year of all details outside Bureau.				First level supervisor - A Consult BSEE Servicing HR Office
d. From excepted to competitive service (within DOI).		DD - A		Consult BSEE Servicing HR Office
e. Senior Executive Service (SES) (not to exceed 120 days).		DD - A		Consult BSEE Servicing HR Office
f. SES (beyond 120 days).	ERB <sup>2</sup> - A	DD - C		Consult BSEE Servicing HR Office
g. Schedule C (beyond 120 days).	AS/PMB <sup>3</sup> - A	DD - C		Consult BSEE Servicing HR Office
4. Emergency 1-month temporary limited appointments for special needs.				First level supervisor - A Consult BSEE Servicing HR Office
5. Emergency indefinite appointments in a national emergency.		DD - A		Consult BSEE Servicing HR Office
6. Appointments for up to 60 days as an exception to statutory nepotism restriction in an emergency.		DD - A		Consult BSEE Servicing HR Office
7. Appointment of experts and consultants.	AS/PMB <sup>3</sup> - A	DD - C		Consult BSEE Servicing HR Office

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<sup>1</sup>Office of the Secretary <sup>2</sup>Executive Resources Board <sup>3</sup>Asst. Secretary - Policy, Management & Budget <sup>4</sup>Deputy Asst. Secretary - Human Capital & Diversity

<sup>5</sup>Director, Office of Human Capital (DOI) <sup>6</sup>Deputy Director approves all Dir./Dep. Dir. Offices <sup>7</sup>Assistant Secretary - Land & Minerals Management

BOEM ADMINISTRATIVE DELEGATIONS OF AUTHORITY

BOEMM 218.1-H.8

Page 2 of 18

8. HUMAN RESOURCES	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (continued)				
8. Authority to act finally with respect to approving and modifying Intergovernmental Personnel Act (IPA) agreements.				
a. SES	DAS/HCD <sup>4</sup> - A	DD - C		Consult BSEE Servicing HR Office
b. All others		DD - A		Consult BSEE Servicing HR Office; HR Office will send IPA copy to BSEE Chief, HR Benefits & Support Branch
9. Modification of Office of Personnel Management (OPM) qualifications standards for internal placement actions.			A	Consult BSEE Servicing HR Office
10. Appointment of part-time reemployed civilian retirees (under National Defense Authorization Act (NDAA))		DD - A		First level supervisor - P Consult BSEE Servicing HR Office
11. Authority to increase position ceiling.		DD - A	P	Chief, Office of Budget & Administration - C
12. Position descriptions:				
a. Authority to certify that the position description is complete and accurate and that the position is necessary to carry out functions assigned. (Program official approval block 22 of HC-08).				
(1) All positions except Schedule C.				First level supervisor - A
(2) Schedule C positions.				Presidential appointee or noncareer SES - A

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Replaces 10/24/2014 Version 003

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BOEMM 218.1-H.8

Page 3 of 18

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A. STAFFING AND CLASSIFICATION (continued)				
b. Authority to certify that the position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by OPM. Classification certification by personnel (block 23 of HC-08).				
(1) SES	OHC <sup>5</sup> - A ERB <sup>2</sup> - C	DD - C		
(2) Classification Act Positions (except Schedule C), regardless of grade and all positions.				BSEE Servicing HR Office - A
13. Preclearance requirements for SES and Schedule C positions.	AS/PMB <sup>3</sup> - A ERB <sup>2</sup> - C	DD - C		
14. Authority to approve temporary limited appointments for 1 year. May be extended 1 year.			A	First level supervisor - A Consult BSEE Servicing HR Office
15. Authority to approve term appointments.				
a. Appointments not to exceed 4 years.		DD - A <sup>6</sup>	A	Consult BSEE Servicing HR Office
b. Extensions to existing appointments not to exceed 4 years total		DD - A <sup>6</sup>	A	Consult BSEE Servicing HR Office
c. Extensions beyond 4 years.	OPM - A OHC <sup>5</sup> - C			Consult BSEE Servicing HR Office
16. Authority to approve temporary promotions.				
a. Promotions not to exceed 120 days				First level supervisor - A Consult BSEE Servicing HR Office

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A. STAFFING AND CLASSIFICATION (continued)				
b. Promotions not to exceed 5 years (more than 120 days must be competed).		DD - A <sup>6</sup>	A	Consult BSEE Servicing HR Office
c. Extensions beyond 5 years.	OPM - A OHC <sup>5</sup> - C			Consult BSEE Servicing HR Office
17. Authority to pay for travel to and from preemployment interview.			A	Consult BSEE Servicing HR Office
18. Authority to waive time-in-grade requirements established by OPM.	OHC <sup>5</sup> - C AS/LM <sup>7</sup> - A			
19. Authority to hire private sector temporaries.			A	Consult BSEE Acquisition Management Office/BSEE Servicing HR Office
20. Authority to issue Notice of Interest Memorandum for temporary detail appointments (includes temporary promotions not to exceed 120 days).				First level supervisor - A Consult BSEE Servicing HR Office
B. INCENTIVES				
1. Appointment above the minimum rate (Superior Qualifications Appointment).				
a. Increases not exceeding 20 percent of pay.				First level supervisor - P Second level supervisor - A Consult BSEE Servicing HR Office
b. Increases above 20 percent of pay.	AS/LM <sup>7</sup> - A	DD - C	C	First level supervisor - P Consult BSEE Servicing HR Office

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BOEM ADMINISTRATIVE DELEGATIONS OF AUTHORITY

BOEMM 218.1-H.8

Page 5 of 18

8. HUMAN RESOURCES	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
B. INCENTIVES (continued)				
2. Authority to approve a recruitment incentive (not to exceed 25 percent of the base pay of the position).				
a. SES, Senior Level, and equivalent positions.	ERB <sup>2</sup> - A	DD - C		
b. All other positions.		DD - A		Second level supervisor - P BSEE Servicing HR Office - C
3. Authority to pay a relocation incentive.				
a. SES, Senior Level, and equivalent positions.	ERB <sup>2</sup> - A	DD - C		
b. All other positions.		DD - A		Second level supervisor - P BSEE Servicing HR Office - C
4. Authority to approve a retention incentive (not to exceed 25 percent of current basic pay).				
a. SES, Senior Level, and equivalent positions.	ERB <sup>2</sup> - A	DD - C		
b. All other positions.		DD - A		Second level supervisor - P BSEE Servicing HR Office - C
5. Authority to approve a student loan repayment benefit for recruitment or retention purposes.		DD - A <sup>6</sup>	A	First level supervisor - P BSEE Chief, HR Division - C
6. Authority to approve Creditable Service for Annual Leave Accrual.				First level supervisor - P Second level supervisor - A
7. Authority to approve Service Computation Date adjustment as incentive for new employee.				First level supervisor - P Second Level Supervisor - A

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C. HOURS OF DUTY				
1. Alternative work schedules.				
a. Authority to approve an alternative work schedule program Bureau-wide.		DD - A		Consult BSEE Servicing HR Office
b. Implementation of an alternative work schedule (establishing work schedule and core hours) program-wide after approval under C.1.a. above.		DD - A <sup>6</sup>	A	Consult BSEE Servicing HR Office
2. Authority to approve exceptions to established work schedule organization-wide.		DD - A <sup>6</sup>	A	Consult BSEE Servicing HR Office
3. Authority to approve, deny, modify, and/or terminate telework agreements.				Employee - P First level supervisor - A
4. Remote Work				
a. Authority to approve remote work requests.		DD - A	C	First level supervisor - P Consult BSEE Servicing HR Office
b. Authority to terminate remote work agreements.				First level supervisor - A Consult with second level supervisor and BSEE Servicing HR Office.
D. PAY/OVERTIME				
1. Authority to preapprove overtime work of 20 hours or less in any calendar week whether compensated by pay or compensatory time off.				First level supervisor - P Second level supervisor - A

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D. PAY/OVERTIME (continued)				
2. Authority to approve overtime work in excess of 20 hours in any calendar week whether compensated by pay or compensatory time off.		DD - A <sup>6</sup>	A	
3. Authority to approve overtime and compensatory time pay GS-14/15 employees and for any employees regardless of grade level starting at 600 hrs. in a calendar year.		DD - A <sup>6</sup>	A	Consult BSEE Servicing HR Office
4. Authority to approve compensatory time off for official travel when such time is not otherwise compensable.				First level supervisor - A Consult BSEE Servicing HR Office
5. Authority to approve credit hours.				First level supervisor - A
6. Hazardous duty pay for Regional Offices.			A	Consult BSEE Servicing HR Office
7. Authority to waive the biweekly pay limit for Fair Labor Standards Act (FLSA) exempt employees.		DD - A	P	
8. Authority to grant exception to use of Highest Previous Rate rule when setting pay.				BSEE Chief, HR Division - A
9. Retained grade/pay (e.g., for involuntary downgrade or voluntary acceptance of lower grade).		DD - A <sup>6</sup>	A	Consult BSEE Servicing HR Office
10. Authority to approve a supervisory differential.		DD - A <sup>6</sup>	A	Consult BSEE Servicing HR Office
E. ATTENDANCE AND LEAVE				
1. Authority to approve annual leave (including advanced annual leave).				First level supervisor - A

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E. ATTENDANCE AND LEAVE (continued)				
2. Authority to approve absence of up to 59 minutes without charge to leave.				First level supervisor - A
3. Authority to approve excused absences for groups of employees when normal operations are interrupted by events or emergencies beyond the control of the office or employees, i.e., extreme weather conditions, serious interruption to public transportation, disasters (fire, flood, or power failure) or any other condition which prevents employees from working or reporting to work.				
a. 50 or more employees				
Offices within Washington, DC	AS/PMB <sup>3</sup> - C	DD - A		
Offices in the Washington Metropolitan Area (outside the Capital Beltway)		DD - A		
Regional Offices			A	
b. 49 or less employees				
Offices within Washington, DC		DD - A		
Offices in the Washington Metropolitan Area (outside the Capital Beltway)		DD - A		
Regional Offices			A	
4. Authority to approve Leave Without Pay.				
a. For no more than 1 day per request AND for not more than 40 hours cumulative in a leave year.				First level supervisor - A
b. Up to 30 calendar days for any justifiable reason.				First level supervisor - A Consult BSEE Servicing HR Office

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E. ATTENDANCE AND LEAVE (continued)				
c. Up to 3 months for employee relocations.				First level supervisor - A Consult BSEE Servicing HR Office
d. Up to 6 months for service with a non-Federal, public, or quasi-public organization.				First level supervisor - A Consult BSEE Servicing HR Office
e. Authority to approve leave without pay (employee may substitute annual or sick leave) for up to 120 days based on the Family and Medical Leave Act of 1993.				Employee invokes. First level supervisor - A
f. Extensions up to 1 year for 4.d.		DD - A <sup>6</sup>	A	
g. After 6 months and up to 1 year for illness or disability or education purposes.		DD - A <sup>6</sup>	A	
h. Extensions over 1 year.		DD - A		
i. Any amount of leave without pay for an employee designated as a Union Representative to perform Union representational activities.			A	
5. Authority to determine who may become a leave recipient under the "Leave Transfer" program.				BSEE Chief, HR Division - A
6. Authority to approve sick leave.				
a. Initial request.				First level supervisor - A
b. Advanced sick leave (up to 240 hours).				First level supervisor - A
c. Advanced sick leave (over 240 hours).				First level supervisor - C Second level supervisor - A
7. Authority to approve restored leave.		DD - A		
8. Authority to grant up to 3 workdays of administrative leave for employees to move duty stations.			A	First level supervisor - C

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E. ATTENDANCE AND LEAVE (continued)				
9. Tour renewal/turnaround trips for Alaska employees. (This includes approvals for eligibility, delays, and advances for turnaround trips.)			A	
F. EMPLOYEE RELATIONS				Supervisors must consult with the BSEE Servicing HR Office on all Employee/Labor Relations matters.
1. Authority to propose and decide suspensions over 14 days, reduction-in-grade, or removal actions based on unsatisfactory performance.				First level supervisor or higher - P Official one level above or higher - A If BOEM Director proposes, AS/LM <sup>7</sup> decides.
2. Authority to propose and decide disciplinary actions from letters of warning to suspensions for 14 days or less for disciplinary reasons.				
a. Letters of warning or reprimand.				First level supervisor - S
b. Suspensions of 14 days or less.				First level supervisor or higher - P Official one level above or higher - A
3. Authority to propose and decide to furlough employees for 30 days or less.		D - A DD - P		
4. Authority to propose and decide adverse actions including removal, suspensions for more than 14 days, reduction in grade, and reduction in pay.				First level supervisor or higher - P Official one level above or higher - A BSEE Servicing HR Office consults with appropriate management on proposal and decision.

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F. EMPLOYEE RELATIONS (continued)				
5. Authority to decide the removal of reemployed annuitants for reasons other than listed above and not covered by the provisions of 5 CFR 752.				First level supervisor - A
6. Authority to propose and decide separation of an employee prior to the expiration of the probationary period.				
a. For conduct or performance after appointment.				First level supervisor - A
b. For reasons occurring prior to employment but previously unknown.				First level supervisor - P Official one level above or higher - A
7. Authority to decide informal and formal administrative grievances.				
a. Informal grievance.				First level supervisor - A
b. Formal grievance.				Submit written grievance to the BSEE Servicing HR Office for referral to the appropriate deciding official (normally one level above the official deciding the informal grievance, except no lower than as provided below).
(1) Directorate		DD - A		
(2) Program/Regional Offices			A	If Program/Office Chief or Regional Director decides informal grievance, Deputy Director decides formal grievance.

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8. HUMAN RESOURCES	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
F. EMPLOYEE RELATIONS (continued)				
8. Agreements resulting from a complaint resolution (i.e., EEO complaints, court orders, etc.).				Approving officials vary. Consult BSEE Servicing HR Office.
9. Authority to appraise performance and to determine whether an employee's work is of an acceptable level of competence based on the employee's performance during the waiting period since the employee's last step increase.				
a. Annual appraisal; and level of competence determination.				For Fully Successful (Level 3) and Exceeds Expectations (Level 4): First level supervisor - A For Outstanding (Level 5): First level supervisor - P Employee Performance Appraisal Plan (EPAP) Reviewing Official - A
b. Negative determination letter of acceptable level of competence and denial of step increase.				First level supervisor - S Consult BSEE Servicing HR Office
10. Authority to decide on employee's request for reconsideration of a performance rating.				
a. Informal reconsideration.				First level supervisor - A
b. Formal reconsideration.				Submit written request to the BSEE Servicing HR Office for referral to the appropriate reconsideration official (normally one level above the reviewer of the rating, but no higher than the Director).

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F. EMPLOYEE RELATIONS (continued)				
11. Authority to sign for the Bureau on settlement agreements with the Merit Systems Protection Board.				Approving officials vary. Consult BSEE Servicing HR Office.
12. Authority to approve/disapprove all involuntary separations resulting in optional or discontinued service retirement.		DD - A		
G. LABOR RELATIONS				Supervisors must consult with the BSEE Servicing HR Office on all Employee/Labor Relations matters.
1. Conducting labor-management relations with organizations granted exclusive recognition				BSEE Servicing HR Office
2. Bargaining Responsibilities and Authority on Labor Relations matters at the level of exclusive recognition.			A	
a. Chief Negotiator for contract negotiations.		D - A		BSEE Chief, HR Division recommends and consults with OHR <sup>8</sup> - Labor Relations.
b. Negotiated Agreements and Supplemental Agreements.	SEC <sup>1</sup> - A OHC <sup>5</sup> - A		A	Regional Directors have the bargaining level authority for Regional Offices. BSEE Servicing HR Office - C
H. AWARDS				
1. Authority to approve individual cash awards and Quality Step Increases (QSIs).				

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H. AWARDS (continued)				
a. Performance rating-based cash awards.				
(1) Performance rating-based cash awards based on the <u>percentage</u> of employee's pay up to \$10,000				For Fully Successful (Level 3) and Exceeds Expectations (Level 4): First level supervisor - A For Outstanding (Level 5): First level supervisor - P EPAP reviewing official - A
(2) Performance rating-based cash awards based on a <u>specific dollar amount</u> up to \$5,000.				For Fully Successful (Level 3) and Exceeds Expectations (Level 4): First level supervisor - A For Outstanding (Level 5): First level supervisor - P EPAP reviewing official - A
(3) Performance rating-based cash awards based on a <u>specific dollar amount</u> between \$5,001 and \$10,000.	AS/LM <sup>7</sup> - A	DD - C	C	First level supervisor - P EPAP reviewing official - C
(4) QSIs				First level supervisor - P EPAP reviewing official - A Consult BSEE Servicing HR Office
(5) Performance rating-based cash awards over \$10,000, regardless of if based off a percentage or specific dollar amount.	OPM - A AS/LM <sup>7</sup> - C OHC <sup>5</sup> - C AS/PMB <sup>5</sup> - C	DD - C	C	First level supervisor - P EPAP reviewing official - C Consult BSEE Servicing HR Office
b. Non-rating-based individual cash awards, e.g., STAR awards.				
(1) Non-rating-based individual cash awards up to \$5,000.				Recommending official/First level supervisor - P Second level supervisor - A

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H. AWARDS (continued)				
(2) Non-rating-based individual cash awards between \$5,001 and \$10,000.	AS/LM <sup>7</sup> - A	DD - C	C	Recommending official/First level supervisor - P Second level supervisor - C
(3) Non-rating-based individual cash awards over \$10,000.	OPM - A AS/LM <sup>7</sup> - C OHC <sup>5</sup> - C AS/PMB <sup>3</sup> - C	DD - C	C	First level supervisor - P Second level supervisor - C Consult BSEE Servicing HR Office
2. Group Awards				
a. Group cash awards up to a cumulative amount up to \$10,000 with no individual award greater than \$5,000.		D - A		Recommending official - P BOEM Human Capital Officer - C
b. Group cash awards with a cumulative amount over \$10,000 or when individual award amounts are between \$5,001 and \$10,000.	AS/LM <sup>7</sup> - A	D - C		Recommending official - P BOEM Human Capital Officer - C
c. Group cash awards when any individual amount is over \$10,000.	OPM - A AS/LM <sup>7</sup> - C OHC <sup>5</sup> - C AS/PMB <sup>3</sup> - C	D - C		Recommending official - P BOEM Human Capital Officer - C Consult BSEE Servicing HR Office
d. Group awards when there is a combination of cash and time-off.		D - A		Recommending official - P BOEM Human Capital Officer - C
3. Authority to approve honor awards.				
a. Entry-level honor awards (Superior Service, Citizen's Awards for Exceptional Service, Citizen's Award for Bravery, and Exemplary Act Awards).		DD - A		First level supervisor - P BSEE Chief, HR Division - C
b. Mid-level and above honor awards (Meritorious Service, Distinguished Service, Unit Award for Excellence of Service).	AS/LM <sup>7</sup> - A	DD - C		First level supervisor - P BSEE Chief, HR Division - C

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02/27/2023 Version 004

Replaces 10/24/2014 Version 003

BOEM ADMINISTRATIVE DELEGATIONS OF AUTHORITY

BOEMM 218.1-H.8

Page 16 of 18

8. HUMAN RESOURCES	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
H. AWARDS (continued)				
4. Authority to issue awards for length of service in the Federal Government.				
a. 10-Year Award				Division Chief or higher - S
b. 20-Year Award		DD - S <sup>6</sup>	S	
c. 30-Year Award		D - S		
d. 40-Year Award		D - S		
e. 50-Year Award	SEC <sup>1</sup> - S			
5. Authority to grant time off duty as an incentive award, whether as an individual or group award, up to 40 hours per award, not to exceed 80 hours per year.				First level supervisor - A
I. HUMAN RESOURCES SYSTEMS				
1. Federal Personnel Payroll System (FPPS) access				
a. Department-wide				First level supervisor - P Chief, BSEE HR Benefits & Support Branch - C DOI Data Custodian - A
b. Bureau-wide				First level supervisor - P Chief, BSEE HR Benefits & Support Branch - A
c. Sub-bureau-wide			A	First level supervisor - P
d. Organization				First level supervisor - A

A = Approve C = Concur P = Propose S = Sign

<sup>1</sup>Office of the Secretary <sup>2</sup>Executive Resources Board <sup>3</sup>Asst. Secretary - Policy, Management & Budget <sup>4</sup>Deputy Asst. Secretary - Human Capital & Diversity

<sup>5</sup>Director, Office of Human Capital (DOI) <sup>6</sup>Deputy Director approves all Dir./Dep. Dir. Offices <sup>7</sup>Assistant Secretary - Land & Minerals Management

02/27/2023 Version 004

Replaces 10/24/2014 Version 003



8. HUMAN RESOURCES	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
I. HUMAN RESOURCES SYSTEMS (continued)				
2. Oracle Business Intelligence Enterprise Edition (OBIEE) reporting access. Requires Bureau-wide FPPS access approval and must be an employee of Budget, Finance, Equal Employment Opportunity, or Human Resources.				Chief, BSEE HR Benefits & Support Branch - A
3. File Transfer Protocol (FTP) access (requires specific report/data access) (current FPPS user directly responsible to receive and/or update specific FPPS data).				Chief, BSEE HR Benefits & Support Branch - A
4. Quicktime Time and Attendance access				
a. Employee				Automatic Access/No Approval Required
b. Timekeeper				First level supervisor - A
c. Certifier				First level Supervisor - P Chief, BSEE HR Benefits & Support Branch - A
d. Administrator				First level Supervisor - P Chief, BSEE HR Benefits & Support Branch - A
5. Electronic Official Personnel Folder (eOPF) access				
a. Individual employees accessing their own eOPF				Automatic access/no approval required
b. Elevated access to other employee's eOPF for special circumstances (requires justification)				First level supervisor - P Chief, BSEE HR Benefits & Support Branch - A

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8. HUMAN RESOURCES	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
I. HUMAN RESOURCES SYSTEMS (continued)				
6. Authority to sign the Notification of Personnel Action (SF-50).				
a. Actions affecting SES employees.				BSEE Servicing HR Office - A
b. Actions affecting GS-15 employees and below.				BSEE Servicing HR Office - A
c. Actions resulting from reduction-in-force.				BSEE Servicing HR Office - A

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