



Delegation of Authority for Human Resources

This policy sets forth delegations of authority for areas such as recruitment, reassignment, promotion and leave. Other policy directives address delegations of authority for performance management, grievances, disciplinary and adverse actions, training, awards, and other administrative areas.

Who initiates and approves a request to fill a position?

Supervisors initiate requests to fill positions using a SF-52, Request for Personnel Action. The next higher-level supervisor, up to Assistant Inspector General (AIG) level, approves requests, and submits them through the Office of Management (OM) for funding approval and subsequent recruitment. OM provides a copy of the approved SF-52 to the EEO manager for information purposes.

How is a request for reassignment processed?

The gaining supervisor initiates a SF-52, which the next higher-level supervisor, up to AIG level, approves and submits to OM. With requirements met, the effective date becomes the first day of the pay period following OM's receipt of the SF-52.

Who recommends and approves my career-ladder promotion?

Your supervisor determines if you have the requisite one-year quality-level experience and time at your current grade and if you are performing at the higher-grade level. Your supervisor initiates the recommendation for promotion using a SF-52. Your next higher-level supervisor, up to AIG level, approves requests, and submits them to OM. With requirements met, the effective date becomes the first day of the pay period following OM's receipt of the SF-52.

To whom do I submit a request for annual or sick leave?

Submit requests for leave to your immediate supervisor or the acting supervisor in his/her absence.

I am out of leave and need to request leave without pay or advanced leave: To whom do I submit a request?

Requests for leave without pay and advanced leave (sick and annual) go through your supervisor to your AIG level superior.

Who may approve requests for administrative or excused leave?

Any supervisor may approve requests for administrative or excused leave for 59 minutes or less. An AIG may approve requests for up to 40 hours for all employees assigned to their office, except members of the Senior Executive Service (SES). The Inspector General or Deputy Inspector General may approve requests that exceed 40 hours and may approve requests for SES members.

If I have a question about this policy directive, whom can I contact?

For questions regarding delegations of authority or about this policy, please contact the Office of Management main line at (202) 927-5200 or send an email to OIG-OM@oig.treas.gov.