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February 4, 2016

Memorandum

To: Executive Leadership Team
Deputies
Center Directors
Business Leadership Team
Administrative Officers

From: William H. Werkheiser
Deputy Director

Subject: Delegation of Approval Authorities

This memorandum updates approval level delegations for the following processes: hiring waivers, over per diem requests, STAR awards, and mission operational events. The re-delegations were recommended by the Executive Leadership Team (ELT) after discussion at the November 2015 Face-to-Face meeting. The re-delegations move approvals to managers more directly linked to the processes involved, enabling more efficient and informed decision making while meeting all internal control responsibilities.

The following approval levels are effective immediately:

Hiring Waivers

- 1) Waivers for students, temporary hires, and term appointments are no longer required.
- 2) Waivers for permanent or conversions to permanent appointments must be approved by the appropriate ELT member or the respective Deputy acting on behalf of the ELT member. The hiring waiver form has been modified to accommodate this change in the process.
- 3) Waivers for National Defense Authorization Act (NDAA) and Information Technology (IT) hires must be approved by the Deputy Director, as these hires follow a different approval path and tracking mechanism.

Over Per Diem

- 4) Approval of over per diem travel requests is delegated to the Science Center Director or equivalent. This applies to all categories of travel, except conferences and mission operational events.

STAR Awards

- 5) Approval of Special Thanks for Achieving Results (STAR) Awards for \$5,000 and below is delegated to the Center Director or equivalent. Award ceilings will continue to be established by the respective ELT member.

Mission Operational Meetings/Events

- 6) Approval of Mission Operational meetings/events is delegated to the appropriate ELT member sponsoring the meeting/event.
- a. A memorandum (using the established format) documenting the rationale for mission operational determination must be approved by the appropriate ELT member.
 - b. The memorandum must be uploaded into DTS under document type “MO-Mission Operational Meetings.” This is a mandatory requirement. It will ensure the bureau has central repository for information about these meetings that can be used for monitoring and reporting purposes.

ELT members maintain the right to establish appropriate internal controls and reporting for organizations and centers under their purview.

Corresponding handbooks and manuals will be updated to reflect these delegations.

As a reminder, the bureau is operating under the Administration’s Campaign to Cut Waste requirements and must continue to operate in a fiscally conservative manner. The Office of Administration will continue to review USGS policies and procedures to identify efficiencies that can be applied across the bureau.

Thank you.