



Department of Energy
Washington, DC 20585

FEB 24 2011

MEMORANDUM FOR DISTRIBUTION

FROM: SANDRA L. WAISLEY *S. Waisley*
DEPUTY ASSISTANT SECRETARY FOR
HUMAN CAPITAL AND CORPORATE SERVICES

SUBJECT: Delegation of Personnel Management Authority to Environmental
Management Field Managers

This memorandum delegates the authority for Environmental Management (EM) Field Managers, listed in the distribution of this memorandum, pertaining to relocation, retention, and recruitment incentives; Permanent Change of Station (PCS) benefits; and special act awards for Senior Executive Service (SES) and Excepted Service (EJ, EK) members.

You have the authority to manage your Program Direction funding at your bottom line Program Direction total. It is your responsibility to ensure that you maintain sufficient funding to minimally cover your salary and benefit expenses through year-end. You may choose to reduce your non-labor categories to shift funds to your salary and benefit category to acquire additional federal hires. However, your annual allocation is final. Requests for additional funding will only be addressed in extraordinary cases. A separate memorandum will be transmitted to you highlighting the Headquarters (HQ) process for establishing each site's Program Direction allocation, as well as the methodology HQ will utilize to conduct monthly analysis and reporting to EM leadership.

You have the authority to approve relocation, retention, and recruitment incentives for all field EM General Schedule (GS) employees at your respective sites, in accordance with EM policy, up to 15 percent for one year. Relocation, retention, and recruitment incentives equal to and above 15 percent must be authorized by my office. Annually, my office will conduct a review of all field GS incentives that are less than 15 percent to ensure that all rules and regulations were complied with and documentation properly prepared. Senior Executive Service (SES), including Limited Term SES, SL and ST positions, and Excepted Service incentives will require approval from the Department's Senior Management Review Board (SMRB) and/or the Executive Review Board (ERB).

You have the authority to approve minimum permanent change of station (PCS) benefits for GS, SES, and EJ/EK-IV/V selections. The minimum relocation allowances the agency must pay or reimburse for PCS moves include the following:

1. Transportation and per diem for employee and immediate family member(s).
2. Miscellaneous moving expenses



3. Sell or buy residence transactions or lease termination expenses
4. Transportation and temporary storage of household goods
5. Relocation Income Tax Allowance (RITA)

I am delegating authority to selected field sites - Richland Operations Office, Office of River Protection, Savannah River Operations, Portsmouth/Paducah Project Office, and the Consolidated Business Center - to approve the payment of the following discretionary benefits for all PCS moves:

1. House hunting per diem and transportation, employee and spouse only
2. Temporary quarters subsistence expenses
3. Personal Owned Vehicle (POV) shipment
4. Requests for the Guaranteed Home Purchase Program (Appraised Value Program) benefits as part of the overall PCS move for key managerial positions

In addition, the Chair of the ERB delegates to the SMRB the authority to review and approve special act awards to career SES, SL, ST, EJ, and EK members exceeding \$3,000 each or \$10,000 group awards. Special Act Award packages requiring SMRB review should be provided to the EM Office of Human Capital and Corporate Services and include the current Performance Plan and documentation of other awards received in the fiscal year. Incentive packages will be reviewed first by the EM Awards Committee (only for Headquarters awards) and if approved will be provided to the SMRB.

Please reference the following documents for governing federal rules and regulations, and Departmental and EM policies and requirements.

1. Delegation of Personnel Management Authority memorandum addressed to me dated February 24, 2011 (attached)
2. Executive Resources Board Charter dated December 30, 2010 (attached)
3. Title 5 Code of Federal Regulations (CFR) Part 575 for recruitment, relocation, and retention incentives criteria, which is available at <http://frwebgate.access.gpo>
4. DOE Order 322.1, Pay and Leave Administration and Hours of Duty (requirements for incentives), which is available at <http://www.directives.doe.gov>
5. DOE M 552.1-1, U.S. Department of Energy Travel Manual (relocation requirements), which is available at <http://www.directives.doe.gov>
6. DOE Handbook on Recruitment and Retention Incentives, which is available on the Chief Human Capital Office website.

This delegation supercedes all previous EM delegations relating to personnel management. Please remember that audits by the Department and the Office of Personnel Management are conducted on personnel actions. Consult with me on any actions which are extremely controversial or precedent setting. If you have any questions, please contact me at, (202) 586-1665 or Mr. Desi Crouther of my staff at, (202) 586-0817.

Attachments