

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Transmittal Sheet

Release No. 270

January 10, 2000

Subject: Delegation Authority
Part 205 General Redlegation
Chapter 8 Personnel Management

EXPLANATION OF MATERIAL TRANSMITTED:

This release validates the information in Chapter 8 Personnel Management and reissues the chapter in plain language.

WZ Rosenbusch
Director

FILING INSTRUCTIONS:

REMOVE:

| <u>Part</u> | <u>Chapter</u> | <u>Pages</u> | <u>Release</u> |
|-------------|----------------|--------------|----------------|
| 205 | 8 | 1-7 | 56 |

INSERT:

| <u>Part</u> | <u>Chapter</u> | <u>Pages</u> | <u>Release</u> |
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| 205 | 8 | 7 | |

OPR: Personnel Division
Office of Administration and Budget

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Delegation of Authority

General Redelegation

Chapter 8 Personnel Management

205.8.1

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1. Purpose. Personnel management authority is delegated to the Director for 205 DM 8, subject to Secretarial approval in certain instances.

 2. Authority Not Redelegated.
 - A. Departmental Approval. Authority for approval of certain personnel actions rests with the Department. The most commonly used are the following:
 - (1) actions involving expert and consultant positions;
 - (2) actions involving positions authorized under 5 U.S.C. 3104;
 - (3) actions involving positions requiring Secretarial approval (370 DM 311);
 - (4) recruitment bonuses;
 - (5) retention allowances;
 - (6) appointments above the minimum rate if the increase is above 20 percent of existing pay; and,
 - (7) relocation bonuses for SES, Senior Level, and Scientific and Technical positions.
 - B. Approval of the Director. Modification of selection procedures for excepted positions may not be redelegated by the Director.

 3. Redelegation of Personnel Management Authority.
 - A. General Redelegation. With the exception of those authorities reserved for the Director under law, rule, regulation, or Department restriction, the Associate Director for Administration and Budget is delegated all the personnel management authority of the Director and redelegates this authority on behalf of the Director to the Chief, Personnel Division, and the Administrative Service Center Managers. Redelegation of these authorities below this level shall be in writing.

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- B. Personnel Management Policy. The Chief, Personnel Division, is responsible for personnel management policy in the MMS. The Chief will conduct such reviews and inspections as are necessary to ensure compliance with these delegations, published policy, and sound personnel management practices and recommend to the Associate Director for Administration and Budget corrective actions.
- C. Personnel Actions.
- (1) The Chief, Personnel Division, acts finally with respect to all personnel actions affecting positions in the MMS headquarters as well as all personnel actions affecting Senior Executive Service (SES) positions.
 - (2) Within their geographic areas (see Appendix 1), Administrative Service Center Managers or their designees act finally with respect to all personnel actions on the following positions:
 - (a) Positions at GS-15 and below or their equivalents; and
 - (b) Federal Wage System positions.
- D. Preclearance Requirements. The Director must approve all personnel actions affecting SES and Schedule C positions.
- E. Official Personnel Folder. In accordance with Office of Personnel Management (OPM) requirements, the Official Personnel Folder (OPF) is maintained by the personnel office having authority to process personnel actions.
- F. Position Classification. The Chief, Personnel Division, and Administrative Service Center Managers or their designees act finally with respect to position classification for all positions within the delegated authority given in MMSM 205.8.3A and C except the following which are classified by OPM or the Department:
- (1) positions in the SES;
 - (2) positions at grades GS-16 and above, or their equivalent;
 - (3) position of Chief, Personnel Division; and
 - (4) other positions listed in 370 DM 511.1.2F.

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205.8.3G

G. Oaths of Office.

- (1) The following MMS employees may administer the oath of office to persons entering the Government service, administer oaths to witnesses in any matter pending before OPM, and execute jurats (a certificate on an affidavit showing by whom, when, and before whom the oath or affidavit was sworn to) in application forms relating to employment:
 - (a) Administrative Service Center Managers
 - (b) Personnel Officers
 - (c) Heads of offices in locations where no personnel office exists.

This authority may be redelegated in writing (Illustration 1) to employees in positions at grades GS-5 and above. A copy of each redelegation is furnished to the appropriate personnel office for filing on the left side of the employee's OPF.

- (2) In addition to those MMS employees authorized to administer oaths and execute jurats, such oaths may also be administered by an individual authorized by the laws of the United States or local law to administer oaths in the State, District, territory, or possession of the United States where the oath is administered, as provided for by 5 U.S.C. 2903. Examples of such individuals who may be authorized in various jurisdictions include, but are not limited to judges, justices of the peace, notaries public, county clerks, etc.
- (3) When administering an oath or executing a jurat, an MMS employee provides the following information after the signature: Position title, "Minerals Management Service," and the notation "5 U.S.C. 2903." If the individual administering an oath or executing a jurat is not an MMS employee, the following information is shown after the signature: Title and the notation "5 U.S.C. 2903."

H. Labor-Management Relations.

- (1) Chief, Personnel Division. The Chief, Personnel Division, is responsible for and is authorized to exercise authority subject to 205 DM 8.2 and 370 DM 711 with respect to labor-management relations. This includes, but is not limited to, the following activities:

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- (a) establishing the MMS policy and programs to effect labor-management relations goals and objectives of the MMS, the Department, and the government;
 - (b) intervening as necessary in any phase of the MMS activities dealing with labor-management relations and initiating appropriate corrective action;
 - (c) conducting labor-management relations with organizations granted exclusive recognition and/or national consultation rights;
 - (d) providing advice and assistance to managers and supervisors in meeting labor-management relations statutory and regulatory requirements;
 - (e) coordinating all labor-management relations matters within the MMS including negotiability questions, requests for exceptions, compelling need issues, arbitration, and unfair labor practices, charges, and complaints; and
 - (f) approving all basic and supplementary labor-management agreements.
- (2) Administrative Service Center Managers. Within their geographical jurisdiction (Appendix 1), Administrative Service Center Managers or their designees are authorized to exercise authority with respect to labor-management relations. This includes but is not limited to the following activities:
- (a) determining, in conjunction with the Chief, Personnel Division, the methods and means by which management conducts collective bargaining;
 - (b) granting exclusive recognition upon approval by the Federal Labor Relations Authority;
 - (c) consulting/negotiating with exclusively recognized unions as required;
 - (d) providing assistance and guidance to managers and supervisors in meeting labor-management relations statutory and regulatory requirements; and
 - (e) developing methods and means to resolve unfair labor practice complaints.

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205.8H (3)

(3) Department of the Interior. Basic labor-management agreements, subsequent amendments thereto, and termination of such agreements are approved by the Director of Personnel, Department of the Interior.

- I. Reserved to the Associate Director for Administration and Budget. Authorities not redelegated in this chapter or by specific delegation in the Administrative Delegations Handbook are reserved to the Associate Director for Administration and Budget.

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MMSM 205.8
Appendix 1

JURISDICTION OF PERSONNEL OFFICES

Within delegated authority, personnel actions are taken and records maintained in accordance with the following geographical breakdown.

Office of the Associate Director for Administration and Budget

Employees in Herndon, Virginia, and Washington, DC

Southern Administrative Service Center

Employees in Louisiana, Florida, Corpus Christi and Clute, Texas

Western Administrative Service Center

Employees in Alaska, California, Colorado, New Mexico, Oklahoma, Ohio, Texas,

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MMSM 205.8
Illustration 1

UNITED STATES
DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE

Date _____

Memorandum

To:

From:

Subject: Authorization to Administer Oath

You are hereby authorized to administer the oath of office to persons entering the government service, to administer oaths to witnesses in any matter pending before the Office of Personnel Management, and to execute jurats in application forms relating to employment.

When administering an oath or executing a jurat, you should add to your signature your position title, "Minerals Management Service," and the notation "5 U.S.C. 2903." The notation, however, is unnecessary on SF-61, Appointment Affidavits, and SF-50A, Notice of Short-Term Employment.

Unless sooner terminated by administrative action, this authority will expire upon the termination of your services.