



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
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Memorandum

To: U.S Fish and Wildlife Service Directorate

From: Martha Williams, Senior Advisor to the Secretary, Exercising the Delegated Authority of the Directory, U.S Fish and Wildlife Service

Subject: Delegations of Human Resources Authorities

As the U.S. Fish and Wildlife Service (Service) continues our proactive and strategic workforce planning efforts, it is important to evaluate our processes. The progress of the Deputies team in workforce planning has resulted in significant progress, and we need to continue to expedite our hiring processes. Therefore, I am formally delegating authorities for personnel actions to the Service Deputy Directors, the Regional and Assistant Directors, and the Division Chief, Human Capital. These authorities cannot be further delegated.

In an effort to streamline our processes, the following delegations are in effect immediately:

- Service Deputy Directors will approve the following personnel actions:
 - All permanent personnel actions involving GS-15's such permanent promotions, reassignments, selections, and requests to establish new positions.
 - Requests for lifting the bi-weekly pay cap for emergencies
 - Details over 1 year (223 FW 1)
- After a technical review by the JAO Division of Human Capital, Regional and Assistant Directors and the NCTC Director may approve personnel actions for the following:
 - Temporary personnel actions for GS15s, such as temporary promotions and details.
 - Student Loan Payments (225 FW 11)
 - Recruitment, Relocation, and Retention Incentive Pay and Supervisory Differentials (225 FW 9)
- Regional Directors, Assistant Directors and other supervising members of the Directorate may approve personnel actions for positions at the GS14 level and below, excluding the Directorate Fellows Program appointments. For GS-14 positions, Assistant and Regional Directors must notify a Service Deputy Director of any permanent personnel actions such as selections and reassignments. You must provide this notification prior to the effective date of the action via memorandum or electronic mail.
- Additionally, the Chief, Human Capital, Joint Administrative Operations is delegated the following approval authorities:
 - Approval of appointments of Directorate Fellow Program certified selections.

- Part-time Reemployment of Retirees under the National Defense Authorization Act (NDAA) positions (225 FW 14)
- QuickTime/payroll certification for members of the Directorate.
- Secondary signature for Human Resources documents, when needed, such as awards, GS-15 classifications, Employee Performance and Appraisal Plans.
- Serve as the liaison between management officials, Office of the Solicitor, Office of the Inspector General, Human Resources and other external entities for employee relations issues for senior level employees.
- Request administrative leave requests over 14 days from the Department of the Interior office of Human Resources.

Through this memorandum, I am also instructing the JAO Division of Human Capital to update all impacted manual chapters, handbooks and templates to reflect these delegations.

Workforce planning continues to be important to the Service. Your support and leadership in this effort is appreciated. If you have any questions, please contact Ms. Rebekah Giddings at rebekah_giddings@fws.gov.