

DOA #	Authority #	Delegation Title	To Whom Authority Delegated:	Redelegation Notes, Guidance & Limitations:	Current NCI Redelegation Practices	Recommendation
		<b>APPOINTMENTS</b>				
1		<b>Appointing Authority</b> (3 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1950">www.delegations.nih.gov/DOADetails.aspx?id=1950</a>		#1 - #3 NOT Redelegable		
2		<b>Appointments/Conversions/Extensions</b> (11 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1953">www.delegations.nih.gov/DOADetails.aspx?id=1953</a>		#1, #6, #7, #9 - #11 NOT Redelegable		
	2	To approve appointments and conversions of appointments for scientists when total compensation is less than or equal to GS-15/10 (DC locality) provided cumulative discretionary pay increases are less than or equal to \$30,000 in the preceding 52-week period OR for non-scientists when grade is less than GS-14 provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period (Title 5 (GS) staff)	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.  Limitations: Subject to any applicable HHS/NIH freeze on appointments.	Division Directors and Center Directors / OD Office Heads / "Others"	Keep current practice.
	3	To approve the appointment of a candidate with superior qualifications at a rate above the minimum rate of the appropriate grade (Title 5 (GS) staff)	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.  Limitations: NIH Title 38 Nurses and Allied Health Occupations are subject to the respective Nurse/Allied Health policy.	Division Directors and Center Directors / OD Office Heads / "Others"	Keep current practice.

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	4	To approve conversions of appointments for scientists and non-scientists with no change in total compensation (Title 5 (GS) staff)	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.	Division Directors and Center Directors / OD Office Heads / "Others"	Keep current practice.
	5	To approve extensions of appointments for scientists and non-scientists with no change in total compensation (Title 5 (GS) staff)	IC Directors	<p>This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.</p> <p>Limitations:                      Employees may not receive (i.e., actually be paid) total compensation greater than EX-I with a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year. (5 CFR 530.203)</p>	Division Directors and Center Directors / OD Office Heads / "Others"	Keep current practice.
	8	To approve extensions of appointments with no change in base pay (Title 42 209 (f) & (g) staff)	IC Directors	This authority may be redelegated to IC Scientific Directors, IC Lab/Branch Chiefs, and Directors of Extramural Programs.	Division Director not Center Directors NCI Deputy Director (OD)	Keep current practice.
3		<p><b>Conversions of Appointment (Renewals and Changes)</b>                      (11 authorities)  <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1771">www.delegations.nih.gov/DOADetails.aspx?id=1771</a></p>		#1 - #4, #6, #8, #9 NOT Redelegable		
	5	To approve conversions of appointments beyond the initial appointment, of up to 6 years for Investigator (Research) and of up to 8 years for Investigators (Clinical or Epidemiology), with no change in base pay or band	IC Directors	This authority is redelegatable to IC Scientific Directors and IC Lab and Branch Chiefs PROVIDED the IC Director retains accountability	Scientific Director	Keep current practice.

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	7	To approve conversions of appointments for Staff Scientists and Staff Clinicians, with no change in base pay or band	IC Directors	This authority is redelegatable to IC Scientific Directors for Staff Scientists and to IC Clinical Directors for Staff Clinicians PROVIDED the IC Director retains accountability.	Scientific Director	Keep current practice.
	10	To approve conversions of appointments for Research Fellows and Clinical Fellows beyond 5 years not to exceed 8 years, with no change in base pay or band	IC Directors	<p>This authority is redelegatable to IC Scientific Directors PROVIDED the IC Director retains accountability.</p> <p>Limitations:                      It is the general policy of the NIH that postdoctoral fellows should not remain at the NIH for more than five years. If an IC wishes to retain a fellow beyond five years, it must be in an FTE position and a justification must accompany the requested appointment that articulates the proposed career course; defines an overriding programmatic need for the individual to stay beyond five years, with a specified termination date; and gives the mechanism selected to retain the scientist. A copy of the justification must be provided to the employee and to the DDIR, NIH. Adjustments in the duration clock are also applicable - see authority # 3 for general guidance.</p>	Scientific Director	Keep current practice.

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	11	To approve conversions of appointments for Research Fellows and Clinical Fellows beyond the initial appointment not to exceed 5 years, with no change in base pay or band	IC Directors	This authority is redelegatable to IC Scientific Directors and IC Lab and Branch Chiefs PROVIDED the IC Director retains accountability.	Scientific Director	Keep current practice.
4		<b>IPA Assignments</b> (7 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2002">www.delegations.nih.gov/DOADetails.aspx?id=2002</a>		#1 - #3, #5 - #7 NOT Redelegable		
	4	To approve or disapprove the temporary assignment by detail or appointment of personnel under the Intergovernmental Personnel Act between NIH and eligible non-Federal organizations for up to two years, and extensions of assignments for up to an additional two years for scientists when total NIH portion (base salary) is less than or equal to GS-15/10 (DC locality) OR for non-scientists when total NIH portion (base salary) is less than GS-14/01 (Title 5 (GS) staff)	IC Directors	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.  Limitations: An agency may not send or receive on assignment an employee who has served on an IPA for four continuous years without at least a 12-month return to duty to the organization from which originally assigned. An agency may not send on assignment an employee who has served on IPAs for more than a total of six years during his/her Federal career unless waived by OPM. Two copies of the original agreement (OF-69), extensions, and modifications must be forwarded to SPB, CSD, OHR within 5 days of approval for post-audit. ICs must submit requests for certification of "other" organizations to SPB, CSD, OHR.	Division Director IC Deputy Director  Per 7/2003 Memo: Deputy Directors / Division Directors / Scientific Directors (no Center Directors)	Keep current practice.
5		<b>Term Appointments</b> (2 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2056">www.delegations.nih.gov/DOADetails.aspx?id=2056</a>		#2 NOT Redelegable		
	1	To determine that a position or positions may be filled by term appointments not to exceed 4 years	IC Directors	This authority is redelegatable to IC Executive Officers.	Division Director / OD Office Heads	Keep current practice. * Petition NIH-DDM for exception to maintain current practice.

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		<b>AWARDS</b>					
1		<b>Monetary Awards</b> (19 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1956">www.delegations.nih.gov/DOADetails.aspx?id=1956</a>		#1- #5, #9 - #16, #19 NOT Redelegable			
	6	To grant cash awards based on special acts or services, inventions, adopted employee suggestions, and staff recognition for individuals and groups NTE \$10,000 (Title 5 (GS & FWS) staff, SES/SL/ST staff)	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.	<b>Per 2004 NCI Awards Delegation Matrix:</b> For Title 5 - <b>Dep Directors</b> may approve special act & suggestion awards up to \$10K (invention awards up to \$5K); <b>Division and Scientific Directors</b> up to \$5K (invention awards up to \$1K); <b>Assoc Dir, Program Dir &amp; OD Office Heads</b> up to \$3150; <b>Lab/Br Chief &amp; ARC Managers</b> up to \$1300  For SES - NIH Director retains authority to approve SES awards	For Title 5 - <b>IC Director</b> NTE \$10,000 <b>IC Deputy Director / Division Director</b> NTE \$5,000 <b>Assoc Dir, Program Dir, OD Office Heads and Directors</b> that report to <b>Deputy IC Director</b> NTE \$3,000; <b>Lab/Br Chief &amp; ARC Managers</b> NTE \$1,500	

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	7	To grant Quality Step Increases (QSIs) at the IC level for scientists and non-scientists provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period (Title 5 (GS) staff)	IC Director	<p>This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.</p> <p>Limitations: SES/SL/ST employees may not receive (i.e., actually be paid) total compensation greater than that authorized by the HHS SES Performance Management Plan within a calendar year. Any excess amount must be deferred, and "rolled over" for payment during the next calendar year. Awards for SES members may not be used to circumvent the requirements and restrictions associated with the granting of SES performance bonuses.</p>	<p><i>Per 2004 NCI Awards Delegation Matrix:</i> Dep Directors; Division and Scientific Directors; Associate Directors, Program Directors, OD Office Heads who report to Deputy Directors</p>	IC Deputy Director Division Directors DDM	
	8	To grant cash awards based on special acts or services, inventions, and adopted employee suggestions for individuals and groups NTE \$10,000 provided that total compensation does not exceed the statutory limit of EX I (SBRS staff)	IC Director	This authority may be redelegated to officials with sufficient knowledge to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.	NIH Director retains authority to approve SBRS awards	Keep current practice.	

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	17	To approve annual performance bonuses less than or equal to 10% of base salary when total compensation is less than or equal to \$200,000 for scientists appointed under Title 42 209(g) and less than or equal to \$212,000 for scientists appointed under Title 42 209(f) (Title 42 209 (f) & (g) staff)	IC Director	<p>This authority may be redelegated to officials with sufficient knowledge to exercise this authority with law, regulation, and written policy PROVIDED the IC Director retains accountability.</p> <p>Limitations: ICs may grant cash awards/bonuses provided the combined total of any performance bonuses and/or cash awards will not exceed 10% of the scientist's base pay within the preceding 52-week period.</p>	IC Director	Keep current practice.	

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2		<b>Non-Monetary Awards</b> (13 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2104">www.delegations.nih.gov/DOADetails.aspx?id=2104</a>		#1- #10, #12 <b>NOT</b> Redelegable			
	11	To grant length-of-service recognition for less than 50 years of service (SES/SL/ST, Title 5 (GS), Title 42 209 (f) & (g), and SBRS staff)	IC Director; IC Assoc. Directors	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	Automated by HR	Keep current practice.	
	13	To approve a time-off award NTE maximum time frames specified in the Employee Recognition and Awards Program Issuance (SES/SL/ST and Title 5 (GS) staff)	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.  Limitations: Scheduling of time-off awards is subject to supervisor's approval. At the IC's discretion, managers and supervisors may allow employees to participate in the granting of time-off awards. Refer to the NIH Employee Recognition and Award Program Issuance for policy guidance.	2nd Level Supervisor  <i>Per 2004 Awards Matrix:</i> Deputy Directors up to <b>80hrs</b> or # of hrs in part time tour; Division and Scientific Directors up to <b>40hrs</b> ; Associate Directors, Program Directors & OD Office Heads up to <b>24hrs</b> ; Lab/Branch Chief up to <b>8hrs</b> .	IC Director and IC Deputy Directors up to <b>80hrs</b> or # of hrs in part time tour; Division Directors up to <b>56hrs</b> ; Associate Directors, Program Directors, OD Office Heads, and Center Directors up to <b>40hrs</b> ; Lab/Branch Chief/Principal ARC Managers up to <b>24hrs</b> ; 2nd Level Supervisors up to <b>8hrs</b> .	

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<b>CAREER CHANGE</b>							
1		Details (SBRS & SES/SL/ST) (4 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1875">www.delegations.nih.gov/DOADetails.aspx?id=1875</a>		#1 - #4 NOT Redelegable			

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2		<b>Details (Title 5 (GS))</b> (8 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1987">www.delegations.nih.gov/DOADetails.aspx?id=1987</a>		#1, #2, #7, #8 NOT Redelegable			
	3	To approve and extend details of civil service personnel to or from other Federal organizations (excluding the Executive Office of the President, the Congress, interagency task forces, and the Legislative and Judicial Branches) on a reimbursable/non-reimbursable basis	IC Directors	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation and written policy.	IC Deputy Director	Keep current practice.	
	4	To approve and extend details of civil service personnel within DHHS on a reimbursable/non-reimbursable basis	IC Directors	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation and written policy.	Division Director / IC Deputy Director	Keep current practice.	
	5	To approve and extend details in excess of 30 days within NIH on a reimbursable/non-reimbursable basis	IC Directors	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation and written policy.	Branch Chief / ARC Manager	Keep current practice.	
	6	To approve and extend details of 30 days or less of employees under their supervision to positions within NIH on a reimbursable/non-reimbursable basis	IC Directors	This authority is redelegatable to first level supervisors.	First Level Supervisor	Keep current practice.	

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3		<b>Promotions</b> (2 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2035">www.delegations.nih.gov/DOADetails.aspx?id=2035</a>		#1 NOT Redelegable			
	2	To approve promotions: for scientists when total compensation is less than or equal to GS-15/10 (DC locality) provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period OR for non-scientists when grade is less than GS-14 provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period	IC Directors	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.	IC Deputy Director (for direct reports) Division Director	Keep current practice.	

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4		<b>Reassignments/Transfers</b> (5 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2040">www.delegations.nih.gov/DOADetails.aspx?id=2040</a>		#2, #4, #5 NOT Redelegable			
	1	To approve reassignments for scientists and non-scientists with no change in total compensation (Title 5 (GS) staff)	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.  Limitations: Employees may not receive (i.e., actually be paid) total compensation greater than EX-I within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (5 CFR 530.203).	IC Deputy Director Scientific Director / Center Director Division Director OD Office Heads & Associate Director Branch Chief / ARC Manager	Keep current practice.	
	3	To approve reassignments with no change in total compensation or band (Title 42 209 (f) & (g) staff)	IC Directors	This authority may be redelegated to IC Scientific Directors, IC Lab and Branch Chiefs, and Directors of IC Extramural Programs.  Limitations: This authority must be used in compliance with legal, regulatory, HHS and NIH requirements, and criteria governing recruitment, appointments, conversions, and proper usage of Title 42.	IC Deputy Director Scientific Director / Center Director Division Director OD Office Heads & Associate Director Branch Chief / ARC Manager	Keep current practice.	
5		<b>Reinstatements (SES)</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2150">www.delegations.nih.gov/DOADetails.aspx?id=2150</a>		#1 NOT Redelegable			

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<b>CLASSIFICATION</b> <a href="http://www.delegations.nih.gov/DOADetail" style="color: white;">www.delegations.nih.gov/DOADetail</a>						
	1	To classify GS and WG system positions at Grade 15 and below, and equivalent levels of positions exempt from GS, to include: 1) NIH Equal Employment Manager (non-SES); 2) Positions in the 260 series; 3) "tenured" scientific positions e.g., Senior Investigators; 4) "permanent" senior scientific positions, e.g., Senior Scientist/Clinician and Staff Clinician/Scientist; and 5) Laboratory specialists/technical support positions, GS-13 and above.	IC Directors; IC Deputy Directors; IC Executive Officers	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	OHR - HR Specialist	Add "Classification granted only with authorization of Executive Officer"

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		<b>EMPLOYEE/ LABOR RELATIONS</b>					
1		<b>Suspension/Removal/Reduction In Grade or Pay</b> (9 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2288">www.delegations.nih.gov/DOADetails.aspx?id=2288</a>					
	1	To propose a suspension for 14 days or less (Title 5 staff)	IC Directors IC Associate Directors	This authority may be redelegated to first level supervisors.	First Level Supervisor	Keep current practice.	
	2	To receive an employee's reply and to make the original decision to effect a suspension for 14 days or less (Title 5 staff)	IC Directors; IC Associate Directors	This authority may be redelegated to officials at least one level higher than the proposing official.	Second Level Supervisor	Keep current practice.	
	3	To propose: a suspension for more than 14 days, removal, reduction in grade or pay, or furlough without pay (Title 5 staff)	IC Directors; IC Associate Directors	This authority may be redelegated to first level supervisors.	First Level Supervisor	Keep current practice.	
	4	To receive an employee's reply and to make the original decision on: a suspension for more than 14 days, removal, reduction in grade or pay, or furlough without pay (Title 5 staff)	IC Directors; IC Associate Directors	This authority may be redelegated to officials at least one level higher than the proposing official with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	Second Level Supervisor	Keep current practice.	
	5	To recommend a suspension or removal. (Title 42 and SBRS staff)	IC Directors	This authority may be redelegated to officials with sufficient knowledge to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisor	Keep current practice.	
	6	To issue a written final decision on a recommended suspension or removal (SBRS and Title 42 staff)	IC Directors	This authority may be redelegated to an official designated by the IC Director.	Second Level Supervisor	Keep current practice.	

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	7	To remove from the SES, SL and ST for reasons of conduct, performance, or abolished position; reduce pay; or approve suspension (SES/SL/ST staff)	IC Directors; IC Deputy Director	This authority may be redelegated to officials designated by the IC Director or IC Deputy Director	IC Director IC Deputy Director	Keep current practice.	
	8	To recommend a downward adjustment in pay of up to 20% of base salary or \$20,000, whichever is greater, when merited in lieu of removal (SBRS and Title 42 (f) and (g) staff)	IC Directors <b>First Level Supervisors</b>	This authority may be redelegated to first level supervisors.	First Level Supervisor	Keep current practice.	
	9	To issue a written final decision on a recommended downward adjustment in pay (SBRS and Title 42 (f) and (g) staff)	IC Directors	This authority may be redelegated to an official designated by the IC Director.	Second Level Supervisor	Keep current practice.	
2		<b>Labor Management</b> (4 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2007">www.delegations.nih.gov/DOADetails.aspx?id=2007</a>		<b>#1 NOT Redelegable</b> <b>#2 - #4 NOT Redelegable at IC level</b>			
3		<b>Official Reprimands</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2014">www.delegations.nih.gov/DOADetails.aspx?id=2014</a>					
	1	To issue official reprimands	IC Directors	This authority is redelegatable to first level supervisors.	First Level Supervisor	Keep current practice.	
4		<b>Performance Management</b> (5 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1799">www.delegations.nih.gov/DOADetails.aspx?id=1799</a>		<b>#4 - #5 NOT Redelegable</b>			
	1	To develop the individual employee performance plan	IC Directors	This authority may be redelegated to first level supervisors.	First Level Supervisor	Keep current practice.	
	2	To provide feedback on performance on a continuing basis during the appraisal year (progress reviews)	IC Directors	This authority may be redelegated to first level supervisors.	First Level Supervisor	Keep current practice.	

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	3	To develop and provide a non-probationary employee with a written performance improvement plan	IC Directors	This authority may be redelegated to first level supervisors.	First Level Supervisor	Keep current practice.	
5		<b>Performance Management Systems</b> (5 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1963">www.delegations.nih.gov/DOADetails.aspx?id=1963</a>		#1 - #5 NOT Redelegable			
6		<b>Probationary Period</b> (6 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2173">www.delegations.nih.gov/DOADetails.aspx?id=2173</a>		#4 - #6 NOT Redelegable			
	1	To terminate the appointment of an employee serving a probationary/trial period (Title 5 Title 42 (f) and (g) and SBRS staff)	IC Directors	This authority may be redelegated to first level supervisors.	First Level Supervisor	Keep current practice.	
	2	To terminate a career appointee from the SES during the probationary period for unacceptable performance or conduct under 5 USC 359.402/403 (SES/SL/ST staff)	IC Directors	This authority may be redelegated to first level supervisors.	First Level Supervisor	Keep current practice.	
	3	To terminate a career appointee from the SES during the probationary period for conditions arising before employment under 5 USC 359.404 (SES/SL/ST staff)	IC Directors	The proposal authority may be delegated to first level supervisors. The decision authority may be delegated to second level supervisors.	First Level Supervisor Second Level Supervisor	Keep current practice.	
7		<b>Grievances</b> (3 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2001">www.delegations.nih.gov/DOADetails.aspx?id=2001</a>		#1 - #3 NOT Redelegable			

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8		<b>Termination of Appointment</b> (10 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1915">www.delegations.nih.gov/DOADetails.aspx?id=1915</a>		<b>#2, #3, #5, #6, #9, #10 NOT Redelegable</b>			
	1	To recommend a termination of appointment for administrative reasons, e.g., lack of funds, re-direction of program resources (Title 42 209 (f) & (g) and SBRS staff)	IC Directors	This authority may be redelegated to officials with sufficient knowledge to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisor	Keep current practice.	
	4	To recommend a termination of appointment for cause, e.g., personal or scientific misconduct (Title 42 209 (f) & (g) and SBRS staff)	IC Director	This authority may be redelegated to officials with sufficient knowledge to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisor	Keep current practice.	
	7	To recommend a termination of appointment for unacceptable performance (SBRS staff)	IC Director	This authority may be redelegated to first level supervisor.	First Level Supervisor	Keep current practice.	
	8	To recommend a termination of appointment for unacceptable performance (Title 42 209 (f) & (g) staff)	IC Director	This authority may be redelegated to first level supervisors OR an official designated by IC Director.	First Level Supervisor	Keep current practice.	
9		<b>Within-Grade Increases (WIGI's)</b> (2 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2087">www.delegations.nih.gov/DOADetails.aspx?id=2087</a>		<b>#1 - #2 NOT Redelegable</b>			

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		<b>HR Leave</b>					
1		<b>Emergency Closure of Workplace</b>  (2 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1791">www.delegations.nih.gov/DOADetails.aspx?id=1791</a>		#1, #2 NOT Redelegable			
2		<b>Leave</b> (10 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1791">www.delegations.nih.gov/DOADetails.aspx?id=1791</a>					
	#1	To approve the advance of annual and sick leave to the extent permitted by law, regulation, or policy	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#2	To grant annual and sick leave, and other types of paid leave authorized by law, regulation, or policy	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisors / Leave Approving Official	Keep current practice.	

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	#3	To approve leave without pay or charge employees with absence without leave *(See also Authorities 9 and 10 and limitation).	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#4	To excuse absence without charge to leave	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#5	To determine that conditions exist which permit restoration of annual leave (i.e., administrative error, exigency of public business, illness of employee)	IC Directors	<p>This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.</p> <p>An official to whom this authority is redelegated may not exercise the authority if he/she is in the immediate organizational unit affected by the decision. In such cases, authorities shall be exercised by the next higher official who has been delegated the authority and is not disqualified for the above reasons.</p>	The next highest official outside immediate office/ organizational unit affected by the decision.	Keep current practice.	
	#6	To approve an employee's application to become a recipient of donated annual leave from the leave accounts of one or more donors under the Voluntary Leave Program	IC Directors; IC Executive Officers	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	VLTP Coordinator	Keep current practice.	

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	#7	To approve the donation of annual leave to the leave account of an approved recipient under the Voluntary Leave Program	IC Directors	This authority may be redelegated to first level supervisors.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#8	To approve a waiver of leave donation amount limitations under the Voluntary Leave Transfer Program	IC Directors; <b>IC Executive Officers</b>	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#9	To approve or extend leave without pay not-to-exceed 30 days (i.e., 160 hours). *(See Authority #3 above).	IC Directors	YES - Redelegable No notes in NIH Database	First Level Supervisors / Leave Approving Official	Redelegate to EO and Division Directors	
	#10	To approve or extend leave without pay in excess of 30 days (i.e., 160 hours), not-to-exceed twelve months (i.e., 1920 hours). *(See Authorities 3 and 9 above).	IC Directors	YES - Redelegable No notes in NIH Database	The next highest official outside immediate office.	Redelegate to Executive Officer, Division Director or Deputy Director, not lower.	
3		<b>Creditable Service Based on Non-Federal Experience for Annual Leave Accrual</b> (2 authorities) <a href="http://www.delegations.nih.gov/D">http://www.delegations.nih.gov/D</a>		#2 Not Redelegable			
	1	To approve a determination that a potential selectee's prior non-Federal work experience or experience in a uniformed service is necessary to achieve an important Department mission or performance goal.	IC Directors	YES - Redelegable This authority may be redelegated to the IC's <b>Executive Officer</b> .	Executive Officer	Keep current practice.	

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		<b>OTHER</b>					
1		<b>Actions/Non-Career Executives/Approval</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2091">www.delegations.nih.gov/DOADetails.aspx?id=2091</a>		#1 NOT Redelegable			
2		<b>Oaths of Office</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2013">www.delegations.nih.gov/DOADetails.aspx?id=2013</a>					
	1	To administer oaths of office to employees upon entry on duty	IC Directors; IC Associate Directors; Secretaries of National Advisory Councils, Panels, or Board, and Committee Management Officers	This authority is redelegatable to <b>IC Executive Officers</b> , Foreign Program Assistants, FIC, and CSD/OHR staff.	OHR - HR Specialist	Keep current practice.	
3		<b>Sabbaticals</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2055">www.delegations.nih.gov/DOADetails.aspx?id=2055</a>		#1 NOT Redelegable			
4		<b>SBRS Administration</b> (6 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1839">www.delegations.nih.gov/DOADetails.aspx?id=1839</a>		#1 - #6 NOT Redelegable			
5		<b>Temporary Waivers of PHS Licensure Requirements</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2055">www.delegations.nih.gov/DOADetails.aspx?id=2055</a>		#1 NOT Redelegable			
6		<b>Tenure/De-Tenure</b> 2 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1839">www.delegations.nih.gov/DOADetails.aspx?id=1839</a>		#1 - #2 NOT Redelegable			
7		<b>Title 42 Administration</b> 4 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1745">www.delegations.nih.gov/DOADetails.aspx?id=1745</a>		#1 - #4 NOT Redelegable			
8		<b>Training</b> (7 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2159">www.delegations.nih.gov/DOADetails.aspx?id=2159</a>		#1, #5, #6, #7 NOT Redelegable			

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	2	To approve training	IC Directors	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy. The Director, Office of Strategic Management and Planning may redelegate the authority to obtain and approve training for staff affected by outsourcing activities, to an OSMP staff member. That staff member must be a federal employee at least at the GS-13 level.	First Level Supervisor / AO approves funding	Keep current practice.	
	3	To authorize a per diem allowance in line with training or conference training	IC Directors; <b>IC Executive Officers</b>	This authority is redelegatable to IC Senior Administrative Officer or equivalent level.	Senior AO	Keep current practice.	
	4	To acquire off-the-shelf training for individual employees or groups of employees under the authority of GETA	IC Directors	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy. The Director, Office of Strategic Management and Planning may redelegate the authority to obtain and approve training for staff affected by outsourcing activities, to an OSMP staff member. That staff member must be a federal employee at least at the GS-13 level.	ARC Manager	Keep current practice.	
9		<b>Uniforms and Uniform Allowances</b>  (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2082">www.delegations.nih.gov/DOADetails.aspx?id=2082</a>		<b>#1 NOT Redelegable</b>			
10		<b>Human Resources Processing</b>  (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2205">www.delegations.nih.gov/DOADetails.aspx?id=2205</a>		<b>#1 NOT Redelegable</b>			
11		<b>Human Resources Systems</b>  (2 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2204">www.delegations.nih.gov/DOADetails.aspx?id=2204</a>		<b>#1 - #2 NOT Redelegable</b>			

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		<b>PAY</b> (15 authorities * The database does not include any DOA for #s 15-18)					
1		<b>Comparability Increases</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1770">www.delegations.nih.gov/DOADetails.aspx?id=1770</a>		#1 NOT Redelegable			
2		<b>Overtime</b> (4 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2015">www.delegations.nih.gov/DOADetails.aspx?id=2015</a>		#3, #4 NOT Redelegable			
	1	To approve regularly scheduled overtime	IC Directors	This authority is redelegatable to <b>second level supervisors</b> or to first level supervisors ONLY when second level supervisors are not located in the commuting area.	Second Level Supervisors (or to first level supervisors ONLY when second level supervisors are not located in the commuting area)	Keep current practice.	
	2	To approve irregular and occasional overtime	IC Directors	This authority is redelegatable to <b>second level supervisors</b> or to first level supervisors only when the second level supervisor is not located in the commuting area.  Limitations: Included the approval of exceptions to the GS-15/10 biweekly maximum earnings limitation under certain emergency circumstances: 1) emergency work involving natural disasters as designated by the Director, Office of Human Resources; and 2) work involving an emergency other than a natural disaster as designated by the OPM.	Second Level Supervisors (or to first level supervisors ONLY when second level supervisors are not located in the commuting area)	Keep current practice.	
3		<b>Pay Adjustments</b> (8 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1884">www.delegations.nih.gov/DOADetails.aspx?id=1884</a>		#1 - #8 NOT Redelegable			

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4		<b>Pay Setting (non-GS Title 5)</b> (5 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2069">www.delegations.nih.gov/DOADetails.aspx?id=2069</a>		#1 - #3 NOT Redelegable			
	4	To set the rate of pay for an expert or consultant appointed under 5 USC 3109, or authorities similar to 5 USC 3109 (i.e., exempt from civil service requirements for competitive examination, job classification, and general schedule pay)	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation and written policy.  Limitations: Rates of pay from \$200 per day to daily rate of EX-IV must be approved by an official who reports directly to the Director, NIH.	Division Directors and Center Directors / OD Office Heads	Keep current practice.	
	5	To set the rate of pay for a member of an advisory board, council, or committee appointed pursuant to legislation which specifically authorizes a Department official other than the Secretary to make such an appointment, unless the legislation gives the authority to set the rate of pay to a specific official, or establishes a rate of pay by its own terms	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation and written policy.  Limitations: Rates of pay from \$200 per day to daily rate of EX-IV must be approved by an official who reports directly to the Director, NIH.	Division Directors / Center Directors	Keep current practice.	
5		<b>Pay Setting (SES, ST &amp; SL)</b> (3 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2126">www.delegations.nih.gov/DOADetails.aspx?id=2126</a>		#1 - #3 NOT Redelegable			
6		<b>Pay Setting (Title 42)</b> (7 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1749">www.delegations.nih.gov/DOADetails.aspx?id=1749</a>		#1 - #7 NOT Redelegable			
7		<b>Pay Setting Upon Conversion/Hire from Inside NIH</b> (4 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1879">www.delegations.nih.gov/DOADetails.aspx?id=1879</a>		#1 - #4 NOT Redelegable			

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8		<p><b>Pay Setting Upon Initial Appointment of Outside (Non-Federal) Hires</b>                      (3 authorities)  <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1789">www.delegations.nih.gov/DOADetails.aspx?id=1789</a></p>		#1 - #3 NOT Redelegable			
9		<p><b>PCA</b>                      (9 authorities)  <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2132">www.delegations.nih.gov/DOADetails.aspx?id=2132</a></p>		#1 - #3, #5, #7 NOT Redelegable			
	4	To certify that a physician is required in a position relative to the payment of PCA	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	Currently certified by Colleen Barros	Redelegate to Executive Officer; IC Deputy Director/ Division Directors and Center Directors	
	6	To approve PCA agreements (form PHS-6106) and determine actual allowances to be paid to physicians when total compensation is less than or equal to GS-15/10 (DC locality) provided cumulative discretionary increases are less than or equal to \$30,000 within the preceding 52-week period	IC Director	<p>This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy PROVIDED the IC Director retains accountability.</p> <p>Limitations:                      Employees may not receive (i.e., actually be paid) total compensation greater than EX-I (or the Vice President's salary when HHS SES Performance Plan has been certified) within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (unless HHS' SES Performance Plan has been certified and the total compensation exceeds the Vice President's salary.)</p>	IC Deputy Director/ Division Directors and Center Directors	Keep current practice. Also include Executive Officer	

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	8	To grant exceptions to pay PCA to former members of uniformed services who: 1) retire with 30 years; 2) retire after reaching age 64; 3) retire on disability; 4) who retire with at least 20 years but fewer than 30 years of service and who have a break in service of at least one calendar year; 5) who resign and have a break in service of at least 90 days; or 6) have service in a civilian position for at least 90 days after leaving the Corps or have a combination of break-in-service and civilian service of at least 90 days	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	IC Deputy Director/ Division Directors and Center Directors	Keep current practice.	
	9	To determine the conditions under which repayment of PCA may be waived when an employee terminates a PCA service agreement with NIH due to circumstances beyond his/her control, and to approve requests for such waivers	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.  Limitations: Waivers must be recommended by authorizing official. Approval of waivers must be at the next higher level or above. Copies of waiver recommendations and approvals must be submitted to SPB, OHR for post-audit.	IC Director	Keep current practice.	

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10		<b>Recruitment Bonuses/Incentives</b> (13 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1893">www.delegations.nih.gov/DOADetails.aspx?id=1893</a>		#1 - #7, #9 - #13 NOT Redelegable			
	8	To approve individual recruitment incentives for: Title 5 (GS) SCIENTISTS when total compensation is less than or equal to GS-15/10 (DC locality) provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period; and Title 5 (GS) NON-SCIENTISTS when grade is less than GS-14 provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy AND who are at a higher level than the official who made the initial recommendation PROVIDED the IC Director retains accountability.  Limitations: SES/SL/ST and GS employees may not receive (i.e. actually be paid) total compensation greater than EX-I (or the Vice President's salary when the HHS SES Performance Plan has been certified) within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year (5 CFR 530.203)(unless HHS' SES Performance Plan has been certified and the total compensation exceeds the Vice President's salary).	IC Deputy Director Division Directors and Center Directors	Keep current practice. Also include Executive Officer	

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11		<b>Relocation Bonuses</b> (8 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1902">www.delegations.nih.gov/DOADetails.aspx?id=1902</a>		#1 - #4, #6 - #8 NOT Redelegable			
	5	To approve individual relocation incentives for: Title 5 (GS) SCIENTISTS when total compensation is less than or equal to GS-15/10 (DC locality) provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period; and Title 5 (GS) NON-SCIENTISTS when grade is less than GS-14 provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy AND who are at a higher level than the official who made the initial recommendation PROVIDED the IC Director retains accountability.  Limitations: SES/SL/ST and GS employees may not receive (i.e., actually be paid) total compensation greater than EX-I (or the Vice President's salary when HHS SES Performance Plan has been certified) within a calendar year. Total compensation above EX-I may be authorized but payment of the excess amount must be deferred, and "rolled over" for payment during the next calendar year(5 CFR 530.203) (unless HHS' SES Performance Plan has been certified and the total compensation exceeds the Vice President's salary).	IC Deputy Director Division Directors and Center Directors	Keep current practice. Also include Executive Officer	

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12		<b>Retention Allowances</b> (9 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1906">www.delegations.nih.gov/DOADetails.aspx?id=1906</a>		#1 - #4, #6 - #7 NOT Redelegable			
	5	To approve initial retention allowances for: Title 5 (GS) SCIENTISTS when total compensation is less than or equal to GS-15/10 (DC locality) provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period; and Title 5 (GS) NON-SCIENTISTS when grade is less than GS-14 provided cumulative discretionary pay increases are less than or equal to \$30,000 within the preceding 52-week period	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy AND who are at a higher level than the official who made the initial recommendation PROVIDED the IC Director retains accountability.	IC Deputy Director Division Directors and Center Directors	Keep current practice. Also include Executive Officer	
	8	To approve renewals of retention allowances with no change in the rate, when there were no restrictions on the original approval (SBRS only).	IC Director	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy AND who are at a higher level than the official who made the initial recommendation PROVIDED the IC Director retains accountability.	IC Director Deputy IC Director	Keep current practice. Also include Executive Officer	

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	9	To approve renewals of retention incentives with no change in the rate, when there were no restrictions on the original approval (SES/SL/ST and Title 5 (GS) only).	IC Director	<p>This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy AND who are at a higher level than the official who made the initial recommendation PROVIDED the IC Director retains accountability.</p> <p>Limitations:</p> <p>1) ICs must submit requests for approval to SPB, CSD, OHR.</p> <p>2) As of November 2, 2005, ASAM requires all NIH SES retention allowances to be submitted from the Director, NIH through ASAM to the Secretary for approval.</p> <p>3) Retention allowances do not "roll over" and cannot be authorized in an amount that would cause total compensation to exceed EX-I or the Vice President's salary when the HHS SES Performance Plan has been certified in a calendar year (5 CFR 530.203 and 5 CFR 430.403).</p> <p>4) Effective May 13, 2005, Authorities are subject to USOPM Interim Regulations 5 C.F.R. Part 575 and Memorandum from HHS/OS/DASHR, dated May 17, 2005.</p>	IC Director Deputy IC Director	Keep current practice. Also include Executive Officer	
13		<b>Retention Incentives</b> (4 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1815">www.delegations.nih.gov/DOADetails.aspx?id=1815</a>		#1 - #4 NOT Redelegable			
14		<b>Standby Duty Pay</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2072">www.delegations.nih.gov/DOADetails.aspx?id=2072</a>		#1 NOT Redelegable			

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19		<b>Student Loan Repayment Program</b> (2 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2991">www.delegations.nih.gov/DOADetails.aspx?id=2991</a>		#2 NOT Redelegable			
	1	To approve selection of employees for student loan repayment.	IC Director	This authority may be redelegated, provided the IC Director retains accountability. The redelegation must be in writing and only to management officials who have sufficient knowledge and expertise to exercise this authority. A copy of the redelegation must be retained by the official making the redelegation and by the incumbent of the position to whom the redelegation is made.  Limitations: 1) This delegation shall be exercised in accordance with NIH Policy Manual 2300-537-1, Student Loan Repayment Program.  2) Eligible employees may be considered for loan repayment assistance up to \$10,000 per employee per calendar year, with a \$60,000 lifetime maximum for an individual (5 CFR 537.106). Recipients will be determined on a case-by-case basis based on organizational need, specific case justification, and budget limitation.  3) ICs must submit a copy of the approved loan repayment package to SPB, CSD, OHR, NIH, within 5 working days for post-audit.	Executive Officer	Keep current practice	

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		<b>RECRUITMENT/ SELECTION</b>					
1		<b>Boards and Councils</b> (2 Authorities) <a href="http://www.delegations.nih.gov/nBrowse.aspx?Mode=Search">www.delegations.nih.gov/nBrowse.aspx?Mode=Search</a>		<b>#1 - #2 NOT Redelegable</b>			
2		<b>Selections (Non Title 42)</b> (3 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1909">www.delegations.nih.gov/DOADetails.aspx?id=1909</a>		<b>#1 NOT Redelegable</b>			
	2	To make the final management decision regarding the choice of person to fill a Civil Service position at GS-15 and below and equivalent (Title 5 (GS) staff)	IC Director; IC Associate Dir.	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.  Limitations: 1) Subject to appropriate approval of salary - See authorities under the functional area of Appointments.  2) To select Title 5 "tenured" positions to the Intramural Research Program NIH, requires the approval of the NIH Central Tenure Committee and the DDIR, NIH.  3) Included are appointments to the NIH from the outside and reassignments within the NIH from outside the Intramural Research Program.	Supervisor / Selecting Official	Keep current practice.	
	3	To hire and retain employees for part-time tours of duty of up to 32 hours per week.	IC Director; IC Associate Dir.	This authority is redelegatable to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	Supervisor / Selecting Official	Keep current practice.	

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3		<b>Selections (Title 42)</b> (21 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1817">www.delegations.nih.gov/DOADetails.aspx?id=1817</a>		#1 - #11, #13 - #18, #21 NOT Redelegable			
	12	To approve the selection of a Staff Scientist (other than exceptions prescribed above) NTE 5 years	IC Director	This authority is redelegatable to IC Scientific Directors  Limitations: National Search required for a facility head.	Scientific Directors	Keep current practice.	
	19	To approve the selection of Research Fellows and Clinical Fellows, NTE 3 years (see "Limitations")	IC Director	This authority is redelegatable to IC Scientific Directors and IC Lab and Branch Chiefs.  Limitations: Research Fellows and Clinical Fellows who are recipients of the General Loan Repayment Program must be initially appointed for 3 years.	Scientific Directors	Keep current practice.	
	20	To approve the selection of Research Fellows and Clinical Fellows, for less than 2 years	IC Director	This authority is redelegatable to IC Scientific Directors and IC Lab and Branch Chiefs.	Scientific Directors	Keep current practice.	
4		<b>Use of Recruit Firms</b> (1 authority) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2083">http://www.delegations.nih.gov/DOADetails.aspx?id=2083</a>					
	1	To determine when the use of recruiting firms and nonprofit employment services is appropriate	IC Director	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	Division Directors and Center Directors / OD Office Heads	Keep current practice. *specify in memo that "appropriate" is for positions at the Division Director level or above	

DOA #	Authority #	Delegation Title	To Whom Authority Delegated:	Redelegation Notes, Guidance & Limitations:	Current NCI Redelegation Practices	Recommendation	NCI Director's Decision (Concur or Don't Concur)
		<b>Work Schedule</b>					
1		<b>Alternative Work Schedules</b> (4 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2289">www.delegations.nih.gov/DOADetails.aspx?id=2289</a>					
	#1	To implement and or terminate selected IC Alternative Work Schedules (Title 5 (GS)Staff)	IC Directors; IC Associate Directors; <b>IC Executive Officers</b>	This authority may be redelegated to first level supervisors.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#2	To determine a different "in lieu of" holiday for employees on alternative work schedules when necessary to prevent an "adverse agency impact" (defined in 5 U.S.C. 6131(b)).	IC Directors; IC Associate Directors; <b>IC Executive Officers</b>	This authority may be redelegated to first level supervisors.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#3	To select which Alternative Work Schedule models may be implemented within an IC (Title 5 (GS) Staff)	IC Directors; IC Associate Directors; <b>IC Executive Officers</b>	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#4	To modify existing flexible work schedules (flexi-tour, gliding schedules, variable day, variable week, and maxi-flex); and compressed work schedules (5/4-9; 4-10; 3-13) within the parameters of the regulations (Title 5 (GS) and SES/SL/ST Staff)	IC Directors; IC Associate Directors	This authority may be redelegated to <b>IC Executive Officers</b> .	Executive Officer	Keep current practice.	

DOA #	Authority #	Delegation Title	To Whom Authority Delegated:	Redelegation Notes, Guidance & Limitations:	Current NCI Redelegation Practices	Recommendation	NCI Director's Decision (Concur or Don't Concur)
2		<b>Telework</b> (2 Authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1983">www.delegations.nih.gov/DOADetails.aspx?id=1983</a>		<b>#1 &amp; #2 NOT Redelegable</b>			
3		<b>Tours of Duty</b> (3 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=1847">www.delegations.nih.gov/DOADetails.aspx?id=1847</a>					
	#1	To approve full-time, part-time, or intermittent tours of duty	IC Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#2	To make exceptions, on an individual case basis, to the established work schedules of full-time employees for educational purposes or under other circumstances when such exception is considered to be warranted	IC Directors; IC Associate Directors	This authority may be redelegated to officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulation, and written policy.	First Level Supervisors / Leave Approving Official	Keep current practice.	
	#3	To make assignments to tours of duty when shift or rotational tours are required	IC Directors; IC Associate Directors	This authority may be redelegated to first level supervisors.	First Level Supervisors / Leave Approving Official	Keep current practice.	
4		<b>Workweek</b> (4 authorities) <a href="http://www.delegations.nih.gov/DOADetails.aspx?id=2029">www.delegations.nih.gov/DOADetails.aspx?id=2029</a>		<b>#1, #2, #3 NOT Redelegable</b>			
	#4	To make exceptions to the basic workweek of five consecutive 8-hour days Monday through Friday for full-time employees in order to establish work schedules to begin on any day of the week	IC Directors; IC Associate Directors	This authority may be redelegated to <b>IC Executive Officers</b>	Executive Officer	Keep current practice.	