



TO: John E. Niederhuber, M.D., Director, NCI
FROM: Deputy Director for Management, NCI Through: Director, Office of Management Analysis, NCI
SUBJECT: Current & Recommended NCI Re-Delegations of Authority – Human Resources

As you know, Delegations of Authority (DOA) are the formal assignment or commitment of legal power, usually to a subordinate official, to make certain decisions and take certain actions that have legal significance. However, all authorities that may be re-delegated, still require the IC Director to retain accountability. In order for the NCI-OMA to enter or update DOAs into the official NIH Delegations of Authority Database (as mandated by NIH), the NIH-OMA requires the NCI-OMA to maintain updated, signed, official documentation of the re-delegations.

In March, 2007, the NCI-OMA began gathering, reviewing and consolidating information on current NCI Human Resources (Personnel) delegation and re-delegation practices.

- The total number of HR DOAs is 264 (both re-delegable and non-re-delegable)
The total number of re-delegable HR DOAs is 88

Information on all current re-delegable HR DOA practices has been validated and confirmed with the Administrative Resource Centers and the Acting Associate Director for Administrative Operations. A working group (comprised of ARC Managers, Deputies and the ADAO), has also verified all current HR delegation practices across the NCI and developed recommendations for either maintaining or modifying current practices and re-delegations. I have reviewed the working group's recommendations and have approved and/or modified each individual HR DOA practice and proposed re-delegation, as detailed in the attached Delegations of Authority Matrix Table.

ACTION: As a precursor to preparing individual HR DOA memos for your signature, the NCI-OMA is requesting your "pre-authorization" on all current and recommended re-delegations, as detailed in the attached NCI HR Delegation of Authorities Matrix Table.

This action will place NCI in immediate compliance with the NIH mandate, by allowing NCI-OMA to update the NIH database without any additional delays, as well as minimize potential confusion in the processing of further HR related actions. Please indicate your decision to allow NCI-OMA to enter all current re-delegations into the NIH Delegations of Authority database below.

Approve Disapprove Discuss Further
Director, NCI Date 12-20-07

Attachment: NCI HR Delegation of Authorities Matrix Table