

**UNITED STATES DEPARTMENT OF EDUCATION**

OFFICE OF INSPECTOR GENERAL

THE INSPECTOR GENERAL

March 19, 2020

TO: Assistant Inspector General for Management Services

FROM: Sandra D. Bruce  
Deputy Inspector General Delegated the Duties of the Inspector General

SUBJECT: Redlegation of Human Resources Authorities and Responsibilities

**I. DELEGATION**

Under the authority vested in me as the Deputy Inspector General Delegated the Duties of the Inspector General and by delegation EA/EF/205 from the Secretary dated March 2, 2020, and subject to the reservations noted below, I hereby redelegate to you, your successor in function, or to anyone serving for you in an acting capacity, the authorities described below:

**1. Human Resources Operations**

- a. The authority to appoint, promote, reassign, and realign General Schedule OIG employees under various authorities.
- b. The authority to carry out Merit Promotion, excepted service, and competitive service hiring and promotions for OIG positions.
- c. The authority to classify OIG positions in accordance with OPM standards, guides and policies, and to implement new classification and qualification standards in accordance with OPM guidance.
- d. The authority to authorize superior qualifications appointments and process Within Grade Increases for OIG applicants and employees.

**Authorities reserved for ED under this Section:**

- OFO/OHR will retain Department-wide Pathways authority for the Presidential Management Fellows, Recent Graduates, and Student Intern Programs. However, OIG will have the authority to appoint Pathways Student Interns and Recent Graduates, including posting vacancy announcements and determining qualifications requirements for positions within OIG in coordination with OFO. OIG will have the authority to convert Pathways Student Interns and Recent Graduates in OIG non-competitively to term or permanent positions in the competitive service in coordination with OFO. All vacancy announcements,

appointments and conversions made within OIG shall comply with the requirements under an existing Memorandum of Understanding between the Secretary of Education and OPM regarding the Pathways authority. OFO retains the authority to determine eligibility to participate in the Pathways Student Interns and Recent Graduates program, as well as the authority to review, sign, and maintain the participant agreements.

- OFO/OHR will retain the authority to oversee and manage the Department-wide Selective Placement Program.
- OFO/OHR will retain the authority to oversee and manage the Reemployment and Priority Program.

## 2. Human Resources: Systems and Processing Records

- a. The authority to establish, in coordination with OFO, and administer a separate OIG Servicing Personnel Office (SPO) account within the Federal Personnel Payroll System to process personnel transactions for OIG employees.
- b. The authority to approve and sign Standard Form 50, *Notification of Personnel Action*, related to delegated personnel authorities for OIG employees. This includes coding, processing, and releasing.
- c. The authority to maintain Official Personnel Folders (OPFs), eOPFs and staffing case files for OIG personnel and actions, including creating, requesting, transferring, and purging these files.

### **Authorities reserved for ED under this Section:**

- OFO/OHR will retain Department-wide authority as the Human Resources IT System's Data Custodian.

Unless otherwise noted in future delegations of authority, amendments to the existing authorities delegated herein are included within the scope of this delegation.

## II. RESERVATIONS

The OIG shall notify the Secretary (through OFO) in advance to the extent any actions under this delegation and assignment may raise cross-cutting issues, impose significant costs to the Department, or otherwise implicate an important Departmental interest.

The above delegations of Human Resources Authority shall remain in place unless terminated or modified by the Secretary.

## III. REDELEGATION

No further redelegation is authorized.

IV. CERTIFICATION AND EFFECTIVE DATE

This redelegation is effective upon certification by the Delegations Control Officer. I hereby ratify actions within the scope of this delegation taken by the addressee prior to the date of certification

**Sandra Bruce (signed)**

Certified on 4.3.2020

Departmental Delegations Control Officer: Jim Clemmens

Control Number: EF/EFB/206