

Delegation Order 6-13

Authority to Certify Time and Attendance Records

Effective: January 27, 2015

(1) Authority 1: To certify time and attendance records in accordance with applicable statutes, executive orders, regulations, and policies.

(2) Delegated to: All managers not including the Commissioner's and Chief Counsel's immediate staffs and Chief Counsel's field offices (see below).

Note: Approving officials must occupy a managerial position. A designated actor/proxy must also occupy a managerial position at an equal or higher grade.

A non-managerial employee detailed or temporarily promoted to a managerial position with a Personnel Action Request (PAR) may be granted signature authority to certify time and attendance records but must complete required training within 30 days of the effective date of the PAR.

(3) Redelegation: This authority may not be redelegated.

(4) Authority 2: To certify time and attendance records in accordance with applicable statutes, executive orders, regulations, and policies.

(5) Delegated to: Designated approving officials on the Commissioner's and the Chief Counsel's immediate staff.

Note: A designated actor/proxy may be a non-managerial employee GS-13 or higher. Employees in non-managerial positions must take required training prior to being assigned a designated actor/proxy.

(6) Redelegation: This authority may not be redelegated.

(7) Authority 3: To certify time and attendance records in accordance with applicable statutes, executive orders, regulations, and policies.

(8) Delegated to: Designated approving officials in the Chief Counsel's Field Office.

Note: Due to the unique organizational structure in Chief Counsel's field offices, designated approving officials must be managerial employees assigned to the Finance and Management (F&M) organization and may be lower graded. This is in line with Counsel's current structure and meets the GAO recommendations.

(9) Redelegation: This authority may not be redelegated.

(10) Authority 4: To certify time and attendance records containing their own time and attendance data in accordance with applicable statutes, executive orders, regulations, and policies.

(11) Delegated to: SES Executives (including those in an acting Director capacity pending OPM confirmation) and Streamlined Critical Pay Executives.

(12) Redelegation: This authority may not be redelegated.

(13) Sources of Authority: Treasury Order 107-07, dated January 27, 2006, in conjunction with Treasury Order 102-01, dated January 17, 2008, and reaffirmed February 5, 2013; Maintaining Effective Control over Employee Time and Attendance Reporting, GA0-03-352G T&A Guidance (1/C), dated January 2003.

(14) To the extent that the authority previously exercised consistent with this order may require ratification, it is hereby affirmed and ratified. This order supersedes Delegation Order 6-13, formerly Delegation Order No. 184 (Rev. 7) dated October 2, 2000.

(15) Signed: J. Stuart Burns, Deputy Commissioner for Operations Support