

REVISION 5/25/11

1.2.61.2.19 (02-01-2011)

W&I Delegation Order WI 6-6-6 (formerly D.O. WI-81-6)

- (1) **Authority to Approve Personnel Actions for Corrective Actions Including Retroactive Promotion and Retroactive Back Pay**
- (2) **Authority:** To approve actions for corrective actions for employees including retroactive promotions and retroactive back pay with documented approval to associate with the corresponding Request for Personnel Action (PAR), and/or SF-50, Notification of Personnel Action.
- (3) **Delegated to:** HCO Employment Branch Chiefs
- (4) **Redelegation:** This authority may not be redelegated.
- (5) **Source of Authority:** Servicewide Delegation Order 81 (Rev. 17).
- (6) To the extent that authority previously exercised consistent with the order may require ratification, it is hereby affirmed and ratified.
- (7) Signed, Richard E. Byrd, Jr., Commissioner, Wage and Investment Division

1.2.61.2.18
(02-01-2011)

**W&I Delegation Order
WI 6-6-5 (formerly D.O.
WI-81-5)**

- (1) **Approve Merit Promotion Selections**
- (2) **Authority:** To sign merit promotion certificates and approve selections.
- (3) **Delegated to:** Managers, two levels above the position being filled
- (4) **Redelegation:** This authority may not be redelegated.
- (5) **Source of Authority:** Servicewide Delegation Order 81 (Rev. 17).
- (6) To the extent that authority previously exercised consistent with the order may require ratification, it is hereby affirmed and ratified.
- (7) Signed, Henry O. Lamar, Jr., Commissioner, Wage and Investment Division.

1.2.61.2.19
(02-01-2011)

**W&I Delegation Order
WI 6-6-6 (formerly D.O.
WI-81-6)**

- (1) **Authority to Approve Personnel Actions for Corrective Actions Including Retroactive Promotion and Retroactive Back Pay**
- (2) **Authority:** To approve actions for corrective actions for employees including retroactive promotions and retroactive back pay with documented approval to associate with the corresponding SF-52, Request for Personnel Action, and/or SF-50, Notification of Personnel Action.
- (3) **Delegated to:** Director, Human Capital Office
- (4) **Redelegation:** This authority may not be redelegated.
- (5) **Source of Authority:** Servicewide Delegation Order 81 (Rev. 17).
- (6) To the extent that authority previously exercised consistent with the order may require ratification, it is hereby affirmed and ratified.
- (7) Signed, Richard J. Morgante, Commissioner, Wage and Investment Division.

1.2.61.2.20
(02-01-2011)

**W&I Delegation Order
WI 6-7-1 (formerly D.O.
WI-258-1)**

- (1) **Temporary Office Closures and Dismissals**
- (2) **Authority:** To close posts of duty and local offices, foreign posts, and offices in Puerto Rico.
- (3) **Delegated to:** Service Commissioner's Representative or official having administrative supervision at such subordinate offices
- (4) **Redelegation:** This authority may not be redelegated.
- (5) **Source of Authority:** Servicewide Delegation Order 258.
- (6) To the extent that authority previously exercised consistent with the order may require ratification, it is hereby affirmed and ratified.
- (7) Signed, John M. Dalrymple, Commissioner, Wage and Investment Division.

1.2.61.2.21
(02-01-2011)

**W&I Delegation Order WI
6-11-1 (formerly WI-39-1)**

- (1) **Tours of Duty**

1.2.45.7
(10-16-1992)
Delegation Order 6-6
(formerly DO-81, Rev.
17)

- (1) **Delegation of Authority in Various Personnel Matters (Updated (05-31-2000) to reflect additional new organizational titles required by IRS Modernization.)**
- (2) The authority vested in the Commissioner of Internal Revenue by Treasury Order 102-01 (as revised); Chapters 451, 540 and 550.6 of the Treasury Human Resources Directorate Manual; and 5 U.S.C. 3321, 7502 and 7512 to propose, make final decisions, and effect adverse actions, disciplinary actions and separations or terminations during probationary period for pre-employment reasons; to make final decisions and effect separations or terminations during probationary period for post-employment reasons, written reprimands, admonishments, warning letters, letters of caution, closed without action letters, clearance letters, grievances and appeals; to approve personnel actions; to approve suitability cases; to approve within-grade step increases for acceptable level of competence and within-grade step increases for high quality performance; to approve Performance Management Recognition System Cash Awards for covered employees; and to classify General Schedule and Federal Wage System positions is hereby delegated as indicated in **Exhibit 1.2.45-2**. See Exhibit 1.2.45-2.
- (3) The Chief Counsel is also delegated the authorities cited above with authority to redelegate.
- (4) To the extent that the authority previously exercised consistent with this order may require ratification, it is hereby approved and ratified. This Order supersedes Delegation Order No. 81 (Rev. 16), effective April 3, 1991.
- (5) Signed: Philip Brand, Chief Financial Officer

1.2.45.8
(11-04-2008)
Delegation Order 6-7
(formerly DO-258)

- (1) **Temporary Office Closures Due to Inclement Weather, Imminent Health and Safety Issues, or Other Emergency Situations**
- (2) **Authority:** To evacuate employees and close offices due to inclement weather, imminent health and safety issues, or other emergency situations and to dismiss employees from duty without charge to leave or loss of pay for short periods, generally not to exceed three consecutive workdays for a single period of excused absence, in accordance with applicable statutes, executive orders, regulations, and policies.
- (3) **Delegated to:** Senior Commissioner Representatives; Executive level positions serving as Senior Commissioner Representatives in campus locations for their assigned geographic areas of responsibility.

Note: In shared geographic areas, Senior Commissioner Representatives and campus executives serving as Senior Commissioner Representatives will coordinate inclement weather closing decisions to promote consistency across field and campus locations.
- (4) **Authority:** To evacuate employees if imminent health and safety issues exist at the assigned post of duty, and when necessary, close offices without charge to leave or loss of pay not to exceed one workday, in accordance with applicable statutes, executive orders, regulations, and policies.
- (5) **Delegated to:** Commissioner Representatives for their assigned geographic areas of responsibility.

Delegation of Authorities for Human Resource Management Activities 1.2.45

Exhibit 1.2.45-2 (Cont. 24) (10-02-2000)

Delegation of Personnel-Related Matters [Order Number 6-6 (Rev. 17)]

Chart 6			
<u>Division Commissioners, Deputy Division Commissioners, Chiefs and equivalents, Deputy Chiefs, National Taxpayer Advocate, Deputy National Taxpayer Advocate, Directors, Submission Processing and Customer Service, and Business Systems Modernization Executive, Regional Commissioners</u>			
<u>Are Delegated Authority To</u>	<u>Positions/Actions Covered By Delegated Authority</u>	<u>Positions/Actions Not Covered By The Delegated Authority</u>	<u>May Not Redelegate Lower Than</u>
Approve extension of employee details for established positions beyond 120 days: — TO SAME OR LOWER GRADE Positions in 120-day increments for up to one year; and —to higher grade positions for a period not to exceed 240 calendar days which are not during major reorganizations	Positions under their jurisdiction	ERB covered positions and centralized positions as defined in IRM 0250	Chief, Personnel Branch; District Director where there is no chief, Personnel Branch; Chief, Regional Office Personnel Section or Chief, Servicing Personnel function
PAY ADMINISTRATION			
Approve exceptions to restrictions for pay for more than one position for more than 40 hours a week (dual employment)	All positions under their jurisdiction		Chief, Personnel Branch and Servicing Personnel function
Approve personnel actions for corrective action including retroactive promotion and back pay	1. Employees under their jurisdiction;	Centralized positions as defined in IRM 0250	1. Chief, Personnel Branch 2. Chief, Regional Personnel Branch or Servicing Personnel function
Approve personnel actions to effect PMRS increases	GM-13/14/15 (PMRS) employees		Senior Technician Regional Office Personnel Section or Servicing Personnel function