

## Delegation Order 6-24

Effective: August 9, 2016

### Delegation of Authorities to Initiate and Approve Personnel Actions

(1) **Authority 1:** To initiate Personnel Action Requests (PARS) in HR Connect for employees and positions under their jurisdiction, supervision and control in accordance with applicable statutes, executive orders, regulations and policies.

(2) **Delegated to:** All managers for employees under their supervision.

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

(4) **Authority 2:** To approve PARs in HR Connect for employees under their jurisdiction; and forward for final approval.

(5) **Delegated to:** Second-level managers for employees under their supervision.

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

(7) **Authority 3:** To execute PARs in HR Connect.

(8) **Delegated to:**

- Human Resources Specialists in Employment, Talent and Security (ETS) Employment Operations
- Human Resources Assistants (Employee Account Representatives) in all Payroll and Personnel Systems (PPS) Payroll Centers.
- Human Resources Assistants in ETS Non-competitive Action Center (NCAC) may approve non-pay actions.

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

10) **Authority 4:** To approve Notification of Personnel Actions.

11) **Delegated to:** Director, IRS Human Capital Office, Payroll and Personnel Systems for all employees.

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

(13) **Source of Authority:** Treasury Order 102-01, dated January 17, 2008; reaffirmed, February 5, 2013.

(14) To the extent that authority previously exercised consistent with the order may require ratification, it is hereby approved and ratified. This Order supersedes, in part, Chart 6 of Delegation Order 6-6, (formerly DO-81, Rev. 17, *Delegation of Authority in Various Personnel Matters.*)

(15) **Signed:** Jeffrey Tribiano, Deputy Commissioner for Operations Support