



# United States Department of the Interior

## FISH AND WILDLIFE SERVICE Mountain-Prairie Region

Date: March 30, 2007

### **REGIONAL DIRECTOR'S ORDER NO. 9**

**Subject:** Delegation of Authority – Approval of Personnel Actions

**Sec. 1. What is the purpose of this Order?** This Order clarifies the requirements for signature levels on personnel actions authorizing the selection, appointment, reassignment, realignment, mass transfer, detail, change to lower grade, position change, change in duty station, temporary promotion, and/or similar types of actions for Region 6 employees and Service employees moving into Region 6.

**Sec. 2. To whom does this Order apply?** This Order applies to all supervisors and managers in Region 6 who are responsible for requesting and authorizing personnel actions.

**Sec. 3. What are the authorities for taking this action?** Director's Order No. 133, Personnel Delegations of Authority, dated May 30, 2001; U.S. Fish and Wildlife Service Manual, 033 FW 10, Personnel Management, dated December 20, 1996; U.S. Fish and Wildlife Service Manual, 223 FW 1, Detail of Employees, dated May 28, 2004; U.S. Fish and Wildlife Service Manual, 223 FW 6, Merit Promotion and Placement, dated March 21, 1997; USFWS Region 6 Budget and Administration Delegations of Authority Manual, dated June 1997.

**Sec. 4. What has changed?** Previously, the Regional Director's Office has approved or disapproved all requests related to personnel requests associated with selections, appointments, reassignments, realignments, mass transfers, details, change to lower grade, position changes, changes in duty station, temporary promotions, and similar actions.

**Sec. 5. What are the required signature levels for selections, appointments, reassignments, realignments, mass transfers, details, changes to lower grade, position changes, changes in duty station, temporary promotions, and similar actions at the GS-11 or WG-11 level and below?** Approval for personnel actions at the GS-11/WG-11 level and below no longer require the review and signature approval of the Regional Director or Deputy Regional Director. Assistant Regional Directors have the delegated authority to sign these actions and submit the approved paperwork to the Regional Human Resources Office for action.

**Sec. 6. What are the required signature levels for selections, appointments, reassignments, realignments, mass transfers, details, changes to lower grade, position changes, changes in duty station, temporary promotions, and similar actions at the GS-12 or WG-12 level and above?** The Regional Director or Deputy Regional Director must review and approve all actions involving personnel actions at the GS-12/WG-12 level and above. The requesting office shall continue to submit a memorandum justifying the request and obtain the required signature of approval for these personnel actions.

**Sec. 7. Does this Order alter the requirements related to approval of personnel actions at**

**the GS-15 level?** Approval by the Director is required on GS-15 level positions, as governed by the authorities listed under Section 2 of this Order.

**Sec. 8. Does this Order require modifications to any existing guidance?** This Order will require modifications to HR Memorandum 2001-01 and a Regional Director's Memorandum, dated June 1999, Outreach Recruitment Policy. These documents will be immediately modified to reflect the requirements of the Regional Director's Order.

**Sec. 9. Who can I contact for additional information?** The Region 6 Human Resources Office, Staffing and Classification Branch.

**Sec. 10. When is this Order effective?** This Order is effective immediately.

**Sec. 11. When does this Order expire?** This Order does not expire, unless amended, superseded or rescinded.

sgd/Mitch King  
Regional Director