



Department of Energy
Washington, DC 20585

May 7, 2002

MEMORANDUM

**TO: STEPHEN G. PERIN,
DIRECTOR, OFFICE OF HUMAN RESOURCES
POLICY AND PLANNING**

**FROM: TIMOTHY M. DIRKS
DIRECTOR OF HUMAN
RESOURCES MANAGEMENT**

**SUBJECT: ASSIGNMENT OF RESPONSIBILITIES LISTED IN TITLE 5, CODE OF
FEDERAL REGULATIONS**

The purpose of this memorandum is to assign to you responsibilities listed below that are described as agency responsibilities in Title 5, Code of Federal Regulations. In fulfilling these responsibilities, you are to follow the requirements in the applicable regulation as well as all applicable Department of Energy requirements. As necessary, you will also consult with appropriate staff from the National Nuclear Security Administration and/or coordinate issuances.

After consultation with this staff and with affected human resource directors at Headquarters and in the field, I have determined that assignment of these responsibilities would promote faster correspondence distribution and response, improve intra-organizational communications, increase staff accountability, and allow me to focus on exceptional issues requiring attention at the Office of Human Resources Management level.

REGULATION	RESPONSIBILITY
5 CFR 351.402 (Reduction in Force)	Notify OPM of competitive area in place less than 90 days
5 CFR 351.205 (Reduction in Force)	Request for Voluntary Early Retirement Authority
5 CFR 335.102 (Promotion and Internal Placement)	Request permission to extend time-limited promotions past 5 years.
5 CFR 316.402 (Temporary and Term Employment)	Request permission to extend temporary appointments past 2 years in agency-wide circumstances.



(Per OPM/DOE agreement)	Request establishment of Delegated Examining Unit
-------------------------	--

Please ensure that: (1) cognizant officials at the Office of Personnel Management are informed of this assignment and all formal notice requirements are met; (2) Headquarters and field human resources directors are informed so that they may submit relevant correspondence in an expeditious manner; (3) any necessary coordinating procedures with and among your direct report colleagues are completed; (3) procedural instructions to support staff are issued so that correspondence may be directed efficiently.

cc: ME-50 direct reports