



U. S. Department of Justice

Executive Office for Immigration Review

*Office of the Chief Immigration Judge*

Chief Immigration Judge

5107 Leesburg Pike, Suite 2545

Falls Church, Virginia 22041

May 28, 1998

MEMORANDUM

TO: OCIJ Management Staff  
All Court Administrators  
All Liaison Judges

FROM: Office of the Chief Immigration Judge

SUBJECT: Operating Policies and Procedures Memorandum No. 98-1 :  
Delegation of Signature Authority

This Operating Policies and Procedures Memorandum (OPPM) cancels OPPM 94-2, dated February 9, 1994, OPPM 94-8, dated July 1, 1994, and OPPM 94-9, dated August 9, 1994.

Effective immediately, pursuant to the delegations of signature authority given to me by Anthony C. Moscato, Director, the incumbents of the following positions are delegated signature authority as indicated:

- A. Deputy Chief Immigration Judges. Under the direction of the Chief Immigration Judge, the Deputy Chief Immigration Judges are delegated the following signature authority.
1. Authority to grant/disapprove leave requests for subordinates.
  2. Travel authorizations and travel voucher approvals, other than self, with the exception of foreign travel, premium class travel, and requests to administratively determine actual subsistence.
  3. Advance funds for travel voucher approval, other than self.
  4. Certification of Time and Attendance Reports, other than self.
  5. All authorizations of compensatory time for non-attorney subordinates.

6. Correspondence relating to the hiring procedures for filling vacancies at the immigration judge level.
7. All personnel actions relating to non-attorney subordinates at the grade level of GS-15 and below, excluding awards. As the immediate supervisor, the authority to issue Letters of Reprimand and propose suspensions of any length and to propose removal of a subordinate. As a second level supervisor, the authority to be the deciding official for proposed suspensions of any length and proposed removals.
8. Correspondence of a purely routine or informational nature between counterparts in the Government and the private sector which is necessary to the performance of stated duties.

B. Assistant Chief Immigration Judges. Under the direction of the Chief Immigration Judge, the Assistant Chief Immigration Judges are delegated the following signature authority.

1. Authority to grant/disapprove leave requests for subordinates.
  2. Travel authorizations and travel voucher approvals, other than self, with the exception of foreign travel, premium class travel, and requests to administratively determine actual subsistence.
  3. Advance funds for travel voucher approval, other than self.
  4. Certification of Time and Attendance Reports, other than self.
  5. All authorizations of compensatory time for non-attorney subordinates.
  6. Correspondence relating to the hiring procedures for filling vacancies at the immigration judge level.
  7. All personnel actions relating to non-attorney subordinates at the grade level of GS-15 and below, excluding awards. As the immediate supervisor, the authority to issue Letters of Reprimand and propose suspensions of any length and to propose removal of a subordinate. As a second level supervisor, the authority to be the deciding official for proposed suspensions of any length and proposed removals.
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8. Correspondence of a purely routine or informational nature between counterparts in the Government and the private sector which is necessary to the performance of stated duties.

C. Court Administrators. Under the direction of the Chief Immigration Judge and Assistant Chief Immigration Judge, Court Administrators are delegated the following signature authority.

1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave.
2. Travel authorizations and travel voucher approvals, other than self, with the exception of foreign travel, premium class travel, and requests to administratively determine actual subsistence for all subordinates.
3. Advance funds for travel voucher approval, other than self, for all subordinates.
4. Certification of Time and Attendance Reports, other than self.
5. All personnel actions relating to non-attorney subordinates at the grade level of GS-14 and below, excluding awards. As the immediate supervisor, the authority to issue Letters of Reprimand and propose suspensions of 13 days or less. As a second level supervisor, the authority to be the deciding official for proposed suspensions of 13 days or less; or be the proposing official for suspensions of 14 days or more; and to propose removal of a subordinate (all reprimands, suspensions and removals must first be discussed with the ACIJ and Employee Relations Branch of the Personnel Staff).
6. Court Administrators in the grade of GS-15 are delegated signature authority for all personnel actions, excluding awards and adverse actions, relating to subordinates at the grade level of GS-14 and below, provided their supervising ACIJ has been consulted in advance of the proposed action.
7. In those Courts with Deputy Court Administrators, the Court Administrator may redelegate any or all of this delegated authority.

- D. Supervisory Language Specialists. Under the direction of the Court Administrator, the Assistant Chief Immigration Judge, and the Chief Immigration Judge, Supervisory Language Specialists are delegated the following signature authority.
1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave and leave without pay.
  2. All personnel actions relating to subordinates at the grade level of GS-11 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 13 days or less.
- E. Supervisory Legal Technicians. Under the direction of the Court Administrator, the Assistant Chief Immigration Judge, and the Chief Immigration Judge, Supervisory Legal Technicians are delegated the following signature authority:
1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave and leave without pay.
  2. All personnel actions relating to subordinates at the grade level of GS-7 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 13 days or less.
- F. Chief, Central Operations Unit. Under the direction of the Deputy Chief Immigration Judge and the Chief Immigration Judge, the Chief of the Central Operations Unit is delegated the following signature authority.
1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave and leave without pay.
  2. All personnel actions relating to subordinates at the grade level of GS-13 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 13 days or less.
- G. Chief, Language Services Unit. Under the direction of the Deputy Chief Immigration Judge and the Chief Immigration Judge, the Chief of the Language Services Unit is delegated the following signature authority.

1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave and leave without pay.
  2. All personnel actions relating to subordinates at the grade level of GS-13 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 13 days or less.
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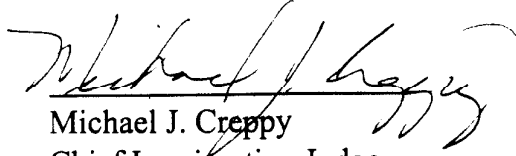
Judge and the Chief Immigration Judge, the Chief of the Court Analysis Unit is delegated the following signature authority.

1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave and leave without pay.
  2. All personnel actions relating to subordinates at the grade level of GS-13 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 13 days or less.
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signature authority.

1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave and leave without pay.
  2. All personnel actions relating to subordinates at the grade level of GS-14 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 13 days or less.
- J. Administrative Services Specialist. Under the direction of the Executive Officer, the Deputy Chief Immigration Judge, and the Chief Immigration Judge, the Administrative Services Specialist is delegated the following signature authority.
1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave and leave without pay.

2. All personnel actions relating to subordinates at the grade level of GS-8 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 13 days or less.



Michael J. Creppy  
Chief Immigration Judge

cc: Anthony C. Moscato  
Mary A. Nugent  
John Summers  
All Immigration Judges  
All Immigration Court Support Staff  
All OCIJ Support Staff