

United States Department of the Interior  
Bureau of Land Management  
National Human Resources Management Center  
Denver Federal Center, Building 50  
Denver, Colorado 80225-0047

In Reply Refer To:  
1400-296 (HR-210) P

February 1, 1999

EMS Transmission  
Instruction Memorandum No. HR-99-022  
Expires: 9/30/00

To: Assistant Director, Human Resources Management  
All Servicing Personnel Officers

From: Director, National Human Resources Management Center

Subject: Approval of Personnel Actions DD: 3/5/99

In 1998, the Office of Personnel Management approved the Department of the Interior's Federal Personnel Payroll System (FPPS) in accordance with the *Operating Manual The Guide to Processing Personnel Actions*. As a result of this approval, personnel offices are authorized to have an "electronic signature" in the approval block of either the SF-50 or SF-52. The approving official's name and title must be printed on any paper document that is generated for the employee or the Official Personnel Folder. Use of an electronic signature negates the requirement to have an individual sign personnel actions. Only an appointing officer may approve an SF-50.

An appointing officer is an individual in whom the power of appointment is vested by law or to whom it has been legally delegated. Such a delegation must be in writing and define clearly the extent of the authority being granted, e.g., authority to approve all personnel actions for a specific office, or authority to approve all promotions up to a specific grade, or authority to approve all within-grade increase actions.

The electronic signature must be capable of being verified and must be linked to the data being transmitted, including the approval date. Control procedures must be in place to insure the authenticity of the data on the form, including the electronic signature. Such control's must provide reasonable assurance that deliberate or inadvertent manipulation, modification, or loss of data on the electronically controlled form is detected.

The Denver Administrative Service Center (DASC), maintains the SF-50 Signature/Authentication and Title of Approving Official table. If you wish to utilize electronic signature

option on your SF-50s, please provide Johnnye Toney the legal names and titles of your appointing officers no later than March 5, 1999. Information can be sent to Johnnye Toney via GroupWise or fax. Her fax number is (303) 236-0475. We will submit a single request to update the table in February. After that, requests to update the table can be submitted directly to the DASC.

If you have any questions regarding the Department's authorization, please contact Melissa Dukes at (303) 236-6689.

Signed  
Linda D. Sedbrook  
Director

Authenticated  
Darlene Robitaille  
Secretary

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