



## U.S. Department of Justice

Executive Office for Immigration Review

*Office of the Chief Immigration Judge*

Chief Immigration Judge

5107 Leesburg Pike, Suite 2500  
Falls Church, Virginia 22041

April 23, 2004

### 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. 04-02:  
Delegation of Signature Authority

Attached is a copy of the new Operating Policies and Procedures Memorandum (OPPM) No. 04-02: Delegation of Signature Authority, which replaces OPPM 03-02, dated June 2, 2003. OPPM 04-02 specifically grants the authority contained in the Deputy Chief Immigration Judge Delegation #2, as outlined below:

Delegation #2 - Grants Deputy Chief Immigration Judges the authority to grant/disapprove requests for official time for all labor relations, EEO, and employee relations purposes for all OCIJ headquarters and Immigration Court employees.

Should you have any questions concerning these changes in the delegation of signature authority, please contact Mr. John Summers, Executive Officer, at (703) 305-1729.

A handwritten signature in black ink that reads "Michael J. Creppy". The signature is written in a cursive style and is positioned above a horizontal line.

Michael J. Creppy  
Chief Immigration Judge

Attachment

cc: Kevin D. Rooney  
Larry D'Elia  
Chuck Adkins-Blanch  
Samantha Matus  
All Immigration Judges  
All Immigration Court Support Staff  
All OCIJ Support Staff



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FROM: Office of the Chief Immigration Judge

SUBJECT: Operating Policies and Procedures Memorandum No. 04-02:  
Delegation of Signature Authority

This Operating Policies and Procedures Memorandum (OPPM) cancels OPPM 03-02, dated June 2, 2003.

Effective immediately, pursuant to the delegations of signature authority given to me by Kevin D. Rooney, 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, with the exception of advanced sick or advanced annual leave requests.
  2. Authority to grant/disapprove requests for official time for all labor relations, EEO, and employee relations purposes for all OCIJ headquarters and Immigration Court employees.
  3. Authority to grant travel authorization for domestic travel to subordinates, including administrative increases and travel under actual subsistence conditions, and to approve resulting travel vouchers.
  4. Authority to approve advance of travel funds to subordinates.
  5. Authority to certify the accuracy of Time and Attendance Reports for subordinates.

6. Authority to approve compensatory time for non-attorney subordinates.
7. Authority to sign correspondence relating to the hiring procedures for filling vacancies at the Immigration Judge level.
8. Authority to approve all personnel actions relating to non-attorney subordinates (with the exception of the selection of the Executive Officer position) at the grade level of GS-15 and below, excluding awards. As the immediate supervisor, in consultation with the Labor and Employee Relations Branch, of the Office of General Counsel, 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, in consultation with the Labor and Employee Relations Branch, of the Office of General Counsel, the authority to be the deciding official for proposed suspensions of any length and proposed removals.
9. Authority to issue Letters of Reprimand and propose disciplinary action up to and including a 14-day suspension for all attorney and Immigration Judge subordinates, after consultation with the Labor and Employee Relations Branch, of the Office of General Counsel.
10. Authority to review results of background investigations of subordinates and applicants for subordinate positions, upon the request of the Office of Security, and recommend the retention or employment of an individual based on a review of the investigation results.
11. Authority to initiate all requests for procurement of supplies, furniture, and equipment for the Office of the Chief Immigration Judge.
12. Authority to sign 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, with the exception of advanced sick or advanced annual leave requests.
2. Authority to grant travel authorization for domestic travel to subordinates, and to approve resulting travel vouchers.
3. Authority to approve advance of travel funds to subordinates.
4. Authority to certify the accuracy of Time and Attendance Reports for subordinates.
5. Authority to approve compensatory time for non-attorney subordinates.
6. Authority to sign correspondence relating to the hiring procedures for filling vacancies at the Immigration Judge level.
7. Authority to approve all personnel actions relating to non-attorney subordinates at the grade level of GS-15 and below, excluding awards. As the immediate supervisor, in consultation with the Labor and Employee Relations Branch, Office of General Counsel, 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, in consultation with the Labor and Employee Relations Branch, Office of General Counsel, the authority to be the deciding official for proposed suspensions of any length and proposed removals.
8. Authority to issue Letters of Reprimand and propose disciplinary action up to and including a 14-day suspension for all attorney and Immigration Judge subordinates, after consultation with the Labor and Employee Relations Branch, of the Office of General Counsel.

9. Authority to review results of background investigations of subordinates and applicants for subordinate positions, upon the request of the Office of Security, and recommend the retention or employment of an individual based on your review of the investigation results.
10. Authority to sign 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.

A. 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, and advanced sick or advanced annual leave requests.
2. Authority to grant travel authorization for domestic travel to subordinates, and to approve resulting claims for local travel (SF-1164s) and travel vouchers. Authority to approve Immigration Judge claims for local travel (SF-1164s) and travel vouchers not in excess of the amount authorized for travel. (Travel Voucher claims that exceed the amount authorized require an amended Travel Authorization/Advance Form to be signed by the Assistant Chief Immigration Judge before the Court Administrator can approve the travel voucher.)
3. Authority to approve advance of travel funds to subordinates.
4. Authority to certify the accuracy of Time and Attendance Reports for all employees, with the exception of himself or herself.
5. Authority to approve all personnel actions relating to non-attorney subordinates at the grade level of GS-13 and below, excluding awards. As the immediate supervisor, the authority to issue Letters of Reprimand and propose suspensions of 14 days or less. As a second level supervisor, the authority to be the

deciding official for proposed suspensions of 14 days or less; or be the proposing official for suspensions of more than 14 days; and to propose removal of a subordinate (all reprimands, suspensions and removals must first be discussed with the ACIJ and the Labor and Employee Relations Branch, Office of General Counsel).

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. Authority to administer the Oath of Office required by 5 U.S.C. § 3331 and to sign the Standard Form 61, Appointment Affidavits, which is to be completed by each newly-hired employee.
8. Authority to redelegate any or all of the above listed authorities to the Deputy Court Administrator in courts that have such a designated position.

D. Supervisory Interpreters. Under the direction of the Court Administrator, the Assistant Chief Immigration Judge, and the Chief Immigration Judge, Supervisory Interpreters 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, leave without pay, and advanced sick or advanced annual leave requests.
2. Authority to approve all personnel actions relating to subordinates at the grade level of GS-12 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 14 days or less. (All reprimands and suspensions must first be discussed with the Court Administrator, or his/her designee, the ACIJ, and the Labor and Employee Relations Branch, Office of General Counsel).

- E. Supervisory Legal Assistants. Under the direction of the Court Administrator, the Assistant Chief Immigration Judge, and the Chief Immigration Judge, Supervisory Legal Assistants 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, leave without pay, and advanced sick or advanced annual leave requests.
  2. Authority to approve 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 14 days or less. (All reprimands and suspensions must first be discussed with the Court Administrator, or his/her designee, the ACIJ, and the Labor and Employee Relations Branch, Office of General Counsel).
- F. Chief Clerk of the Immigration Court. Under the direction of the Deputy Chief Immigration Judge and the Chief Immigration Judge, the Chief Clerk of the Immigration Court 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, leave without pay, and advanced sick or advanced annual leave requests.
  2. Authority to approve 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 14 days or less. (All reprimands and suspensions must first be discussed with the Deputy Chief Immigration Judge and the Labor and Employee Relations Branch, Office of General Counsel).
  3. Authority to grant travel authorization for domestic travel to subordinates, and to approve resulting travel vouchers.

4. Authority to administer the Oath of Office required by 5 U.S.C. § 3331 and to sign the Standard Form 61, Appointment Affidavits, which is to be completed by each newly-hired employee.

G. Deputy Chief Clerk of the Immigration Court. Under the direction of the Chief Clerk of the Immigration Court, Deputy Chief Immigration Judge, and the Chief Immigration Judge, the Deputy Chief Clerk of the Immigration Court 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, leave without pay, and advanced sick or advanced annual leave requests.
2. Authority to approve 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 14 days or less. (All reprimands and suspensions must first be discussed with the Deputy Chief Immigration Judge, the Chief Clerk of the Immigration Court, and the Labor and Employee Relations Branch, Office of General Counsel.)

H. 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, leave without pay, and advanced sick or advanced annual leave requests.
2. Authority to approve 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 14 days or less. (All reprimands and suspensions must first be discussed with the Deputy Chief Immigration Judge, and the Labor and Employee Relations Branch, Office of General Counsel.)

3. Authority to grant travel authorization for domestic travel to subordinates, and to approve resulting travel vouchers.

I. Deputy Chief, Language Services Unit. Under the direction of the Chief of the Language Services Unit, the Deputy Chief Immigration Judge and the Chief Immigration Judge, the Deputy 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, leave without pay, and advanced sick or advanced annual leave requests.
2. Authority to approve 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 14 days or less. (All reprimands and suspensions must first be discussed with the Chief of the Language Services Unit, the Deputy Chief Immigration Judge, and the Labor and Employee Relations Branch, Office of General Counsel.)

J. Supervisory Program Assistant. Under the direction of the Deputy Chief of the Language Services Unit, the Chief of the Language Services Unit, the Deputy Chief Immigration Judge and the Chief Immigration Judge, the Supervisory Program Assistant is delegated the following signature authority:

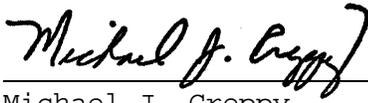
1. Authority to grant/disapprove leave requests for all subordinates, after ensuring proper coverage in the office, with the exception of administrative leave, leave without pay, and advanced sick or advanced annual leave requests.
2. Authority to approve all personnel actions relating to subordinates at the grade level of GS-7 and below, excluding awards. Authority is also given to issue Letters of Reprimand and propose suspensions of 14 days or less. (All reprimands and suspensions must first be discussed with the Chief of the Language Services Unit, the Deputy Chief Immigration Judge, and the Labor and Employee Relations Branch, Office of General Counsel.)

K. Executive Officer. Under the direction of the Deputy Chief Immigration Judge and the Chief Immigration Judge, the Executive Officer 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, leave without pay, and advanced sick or advanced annual leave requests.
2. Authority to approve 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 14 days or less. (All reprimands and suspensions must first be discussed with the Deputy Chief Immigration Judge, and the Labor and Employee Relations Branch, Office of General Counsel.)
3. Authority to initiate all requests for procurement of supplies, furniture, and equipment for the Office of the Chief Immigration Judge, after consultation with the Deputy Chief Immigration Judge and the Chief Immigration Judge.

L. 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, leave without pay, and advanced sick or advanced annual leave requests.
2. Authority to approve 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 14 days or less. (All reprimands and suspensions must first be discussed with the Executive Officer, Deputy Chief Immigration Judge, and the Labor and Employee Relations Branch, Office of General Counsel.)

A handwritten signature in black ink, reading "Michael J. Creppy". The signature is written in a cursive style and is positioned above a horizontal line.

Michael J. Creppy  
Chief Immigration Judge

cc: Kevin D. Rooney  
Larry D'Elia  
Chuck Adkins-Blanch  
Samantha Matus  
All Immigration Judges  
All Immigration Court Support Staff  
All OCIJ Support Staff