

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

**Title:** Administrative Delegations of Authority

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**Distribution:** All REE Employees

This Policy and Procedure identifies administrative authorities delegated to specific organization levels and positions in the REE Agencies.

This revision makes minor changes to: Acronyms, References, and Activities for the Awards, Travel, Safety, Health, and Environmental Management, and Records Security sections, and redelegation for certifying T&A's.

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# Introduction

## 1. Purpose

This document shows the delegation of administrative authorities to positions in the Research, Education, and Economics (REE) agencies: Agricultural Research Service (ARS), Cooperative State Research, Education, and Extension Service (CSREES), Economic Research Service (ERS), and National Agricultural Statistics Service (NASS) and whether officials in those positions may exercise discretion to re-delegate those authorities to lower level positions.

This document shows the lowest level to which the Administrator and other officials have delegated authority. Unless otherwise noted, higher level officials are also delegated this authority and retain the right to exercise those authorities. For example, the Administrator and Associate Administrator retain the authorities delegated to Division Directors. By the same token, Division Directors retain the right to exercise authorities delegated to Branch Chiefs. Please note that all redelegations of authority must be made in writing.

## 2. Delegations of Authority

The following matrix represents the delegations of authority by administrative function and by REE agency. Please note that the citations or other policy and procedure issuances reflected in the Reference column provide more detailed information on the roles and responsibilities of these delegations.

James H. Bradley  
Deputy Administrator  
Administrative and Financial Management

# Organization, Position Management, and Classification

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DR 1010-1	1. Authorize and approve organizational changes. <sup>1</sup>	Administrator	Associate Administrator	Administrator *	Administrator	No
DPM 312	2. Allocate personnel ceilings.	Associate Administrators  BPMS  Area Directors <sup>2</sup>	Administrator	Administrator	Administrator	No
DPM 312	3. Review and approve staffing plans covering individual positions.	Associate Administrators  Deputy Administrators <sup>3</sup>  Area Directors	Associate Administrator	Deputy Administrators  OA Directors <sup>4</sup>	Deputy Administrators	No
DPM 511	4. Classify positions as to title, occupational series, grade level, and position sensitivity. <sup>5</sup>	Human Resources Division	Human Resources Division	Human Resources Division	Human Resources Division	No

\* NOTE: In all instances where the Administrator, CSREES, is noted, the following positions may exercise the delegations of authority on behalf of the Administrator: Associate Administrator, Assistant Administrator for Management and Policy, Assistant Administrator for Program and Analysis, and Assistant Administrator for Public Liaison.

<sup>1</sup> Organizational changes involving the gain or loss of a function at the division level or above require the approval of the Assistant Secretary for Administration.

<sup>2</sup> Area Directors include Director, NAL.

<sup>3</sup> Includes NPS and AFM.

<sup>4</sup> Includes: Budget, Planning and Accountability, EEO, Communications, and Legislative Affairs.

<sup>5</sup> Position sensitivity is determined after consultation with appropriate management officials.

# Staffing

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DPM 312	<b>1. Approve SF-52's, Request for Personnel Action, for:</b>					
	<b>a. GS-15 positions and below.</b>	<b>Administrator</b>  <b>Associate Administrators</b>  <b>Deputy Administrators</b>  <b>Area Directors</b>  <b>HQ Staff Heads<sup>6</sup></b>  <b>Division Directors (GS-14 and below)</b>	<b>Administrator</b>	<b>Administrator</b>  <b>Deputy Administrators/OA Directors<sup>7</sup></b>	<b>Senior Executives</b>	<b>Yes, at Admin. discretion, ERS/CSREES</b>  <b>Yes, at AA and AD discretion, ARS</b>
	<b>b. GS-13 and below positions.</b>	<b>Division Directors</b>  <b>Branch Chiefs/1st Line Supervisors</b>  <b>Research Leaders</b>	<b>Administrator</b>	<b>Administrator</b>  <b>Deputy Administrators/OA Directors</b>	<b>Senior Executives</b>	<b>Yes, at Admin. discretion, ERS/CSREES</b>

<sup>6</sup> HQ Staff include: BPMS, OTT, OSQR, OPMP, OCIO, IRP, IS (GS-14 & below), & CRS (GS-14 & below).

<sup>7</sup> For student hires and panel managers only.

## Staffing (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DPM 312	<b>2. Make selection for:</b>					
	<b>a. GS-15 positions and below.<sup>8</sup></b>	Associate Administrators  Deputy Administrators  Area Directors  HQ Staff Heads	Division Directors	Deputy Administrators  OA Directors	Human Resource Council	No
	<b>b. GS-14 positions.</b>	Division Directors  Research Leaders	Division Directors	Deputy Administrators  OA Directors  1 <sup>st</sup> Line Supervisors	Human Resource Council	No
	<b>c. GS-13 positions.</b>	Branch Chiefs	Branch Chiefs <sup>9</sup>	Deputy Administrators  OA Directors  1 <sup>st</sup> Line Supervisors	Human Resource Council	No

<sup>8</sup>RL selection subject to approval of Associate Administrator.

<sup>9</sup>Branch Chiefs and Director, COS throughout document.

## Staffing (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DPM 312	d. GS-12 positions and below	1 <sup>st</sup> Line Supervisors	Branch Chiefs	Deputy Administrators  OA Directors  1 <sup>st</sup> Line Supervisors	Senior Executives	No
5 USC Section 3371-3375 5 CFR 334 P&P 422.2 (ARS)	3. Approve IPA agreements.	Administrator <sup>10</sup>	Administrator	Administrator	Senior Executives	No
DPM 308	4. Approve Student Career Experience Program (SCEP) agreements.	Selecting Official	Administrator	Deputy Administrators  OA Directors	Selecting Official	Yes, at Admin. discretion for ERS
DPM 352	5. Approve details or reassignments with reemployment rights back to agency (e.g., overseas assignments, details to other USDA agencies). <sup>11</sup>	Associate Administrators  Deputy Administrators  Area Directors  Division Directors	Administrator	Administrator	Administrator	Yes

<sup>10</sup>GS-13 HR Specialists are authorized to negotiate the terms of these agreements, but the Administrator retains authority and is the only individual who can approve an IPA.

<sup>11</sup>Excludes the following details or reassignments that require prior clearance from the Office of Human Resources Management: nonreimbursable details exceeding 30 days to other Federal department (see Assistant Secretary for Administration's memorandum dated 6/20/79 to agency heads); details to the White House or to staffs and commissions of the President or Vice President; and details or reassignments involving SES employees, experts and consultants, and persons in regard to whom suitability questions have been raised (see DPM 277, Exhibit 1).

## Recruitment and Retention Incentives and Other Special Pay

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
<b>5 USC 5376</b>  <b>P&amp;P 412.5</b>	<b>1. Review and approve payment of incentives, bonuses, allowances, and differentials to SES, SL, ST, and SSRS</b>	<b>Secretary of Agriculture</b>	<b>Secretary of Agriculture</b>	<b>Secretary of Agriculture</b>	<b>Secretary of Agriculture</b>	<b>No</b>
	<b>2. Review and approve payment of incentives, bonuses, allowances under Federal Employees Pay Comparability Act (FEPCA).</b>	<b>Deputy Administrators</b>  <b>Area Directors</b>  <b>HQ Staff Heads</b>  <b>Division Directors</b>	<b>Division Directors (Administrator retains authority to approve bonuses over 10 percent)</b>	<b>Administrator</b>	<b>Administrator</b>	<b>No</b>
	<b>3. Review and approve Demo Project incentives.</b>	<b>Deputy Administrators</b>  <b>Area Directors</b>  <b>HQ Staff Heads</b>  <b>Division Directors</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>No</b>

## Recruitment and Retention Incentives and Other Special Pay (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
5 USC 5376  P&P 412.5	4. Review and approve supervisory differentials, hazard and environmental pay, and quarters allowances	Deputy Administrators  Area Directors  HQ Staff Heads  Division Directors	Administrator	Administrator	Administrator	No
	5. Superior Qualifications Determinations	Deputy Administrators  Area Directors  HQ Staff Heads  Division Directors  Team Leaders, Operations Branches, HRD	Division Directors  Team Leaders, Operations Branches, HRD	Administrator  Team Leaders, Operations Branches, HRD	Deputy Administrators  Team Leaders, Operations Branches, HRD	No

# Hours of Duty and Leave

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DPM 610; P&P 402.1	<b>1. Establish tours of duty:</b>					
	<b>a. Consistent with Agency Flexible Work Schedule Program.</b>	1 <sup>st</sup> Line Supervisors	Branch Chiefs	1 <sup>st</sup> Line Supervisors	1 <sup>st</sup> Line Supervisors	No
	<b>b. Non-standard tours of duty.<sup>12</sup></b>	Branch Chiefs/1 <sup>st</sup> Line Supervisors	Division Directors	Deputy Administrators OA Directors	Senior Executives	No
DPM 610; P&P 402.1	<b>c. Special Tours for educational purposes (form SF-52).</b>	Administrator	Division Directors	Deputy Administrators OA Directors	Senior Executives	No
DPM 550	<b>2. Order or approve occasional and irregular overtime, or compensatory time, or credit hour(s).</b>	1 <sup>st</sup> Line Supervisors w/Fund holder approval	Branch Chiefs	1 <sup>st</sup> Line Supervisors	1 <sup>st</sup> Line Supervisors	No
	<b>3. Order or approve holiday work.</b>	1 <sup>st</sup> Line Supervisors w/Fund holder approval	Branch Chiefs	1 <sup>st</sup> Line Supervisors	1 <sup>st</sup> Line Supervisors	No

<sup>12</sup>For those who are teaching at educational institutions, document the rationale for non-standard tours in a memorandum to the educational institution and a memorandum to the Agency Administrator.

## Hours of Duty and Leave (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DPM 630	<b>4. Approve charging of absence to:</b>					
	<b>a. Accrued annual or sick leave or other leave.</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>Branch Chiefs</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>No</b>
	<b>b. Advanced annual or sick leave.</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>Branch Chiefs</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>No</b>
	<b>c. Leave without pay (LWOP) for 30 days or less (requires SF-52).</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>Branch Chiefs</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>No</b>
	<b>d. Leave without pay (LWOP) for more than 30 days.</b>	<b>2<sup>nd</sup> Line Supervisors</b>  <b>Area Directors</b>	<b>Administrator</b>	<b>Deputy Administrators</b>  <b>OA Directors</b>	<b>Senior Executives</b>	<b>No</b>
	<b>5. Charge absence to absence without leave (AWOL).</b>	<b>Branch Chiefs</b>	<b>Branch Chiefs</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>No</b>
	<b>6. Certify that Time and Attendance Reports (AD-331) are accurate and that time was worked and approved according to law and regulation.</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>Branch Chiefs</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>Yes for ARS to Team Leaders &amp; Lead Scientists</b>

# Performance Management and Awards

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
<p>P&amp;P 418.3 (ARS)</p> <p>P&amp;P 435.1 (CSREES)</p> <p>P&amp;P 4430 (ERS)</p> <p>P&amp;P 435.1 (NASS), NASS PSM 57-97</p>	<p>1. Set and approve performance elements and standards, rate performance of individuals, except for SES positions.</p>	<p>1<sup>st</sup> Line Supervisors (Rating Official) with Reviewing Official Approval</p>	<p>1<sup>st</sup> Line Supervisors (Rating Official) with Reviewing Official Approval</p>	<p>1<sup>st</sup> Line Supervisors (Rating Official) with Reviewing Official Approval</p>	<p>1<sup>st</sup> Line Supervisors (Rating Official) with Reviewing Official Approval</p>	<p>No</p>
<p>USDA Guide for Employee Recognition, dated 12/94</p>	<p>2. Approve individual awards up to and including \$5,500<sup>13</sup></p>	<p>Administrator</p>	<p>Administrator</p>	<p>Administrator</p>	<p>Administrator</p>	<p>No</p>

<sup>13</sup> Departmental policy requires that there be at least two levels of approval on the AD-287-2, Recommendation and Approval of Awards Form. In the case where a management level above is Recommending Official on an AD-287-2, signature from a higher level Approving Official is still required.

## Performance Management and Awards (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
USDA Guide for Employee Recognition, dated 12/94	3. Approve group awards exceeding \$5,500 as long as the award for any one person does not exceed \$5,500	Administrator	Administrator	Administrator	Administrator	No
ARS – Approved by Dr. Knipling on 1/9/06.	4. Approve individual awards up to and including \$10,000 with approval of the Assistant/ Under Secretary	Administrator	Administrator	Administrator	Administrator	No
NASS PSM No. 59 NASS Ops. Memo No. A-7-04	6. Approve individual awards up to and including \$4,000 for ARS; \$3,000 for ERS; \$2,500 for NASS; and \$2,000 for CSREES, and performance awards of any amount where granted by the CSREES Administrator.  Approve group awards up to and including amounts above as the award for any one person does not exceed the above amount.	Deputy Administrators  Area Directors  HQ Staff Heads	Division Directors	Deputy Administrators  OA Directors	State Directors  Branch Chiefs w/applicable Award Committee Concurrence	Yes – ARS and ERS

## Performance Management and Awards (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
	6. Approve QSI's	Deputy Administrators Area Directors HQ Staff Heads Division Directors DAD's	Division Directors	Deputy Administrators OA Directors	Administrator w/applicable Award Committee Concurrence	Yes – ARS
	7. Time Off and Spot Awards <sup>14</sup>	Deputy Administrators Area Directors HQ Staff Heads Division Directors DAD's	Division Directors	Deputy Administrators OA Directors	State Directors Branch Chiefs	Yes, except NASS

<sup>14</sup>Departmental policy requires that there be at least two levels of approval on the AD-287-2, Recommendation and Approval of Awards Form. In the case where a management level above is Recommending Official on an AD-287-2, signature from a higher level Approving Official is still required.

# Training

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DPM 410	1. Approve training ( SF-182) for:					
	a. Less than 120 days.	1 <sup>st</sup> Line Supervisors w/Reviewing Official Approval	Branch Chiefs	1 <sup>st</sup> Line Supervisors	1 <sup>st</sup> Line Supervisors	No
	b. 120 days or more.	Administrator	Associate Administrator	Deputy Administrators  OA Directors	Associate Administrator	No

# Employee Relations

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
5 CFR Part 8301	1. Approve/Concur request for outside employment (form REE-101): <sup>15</sup>	Immediate Supervisors  Area Ethics Advisor	Division Directors	Deputy Administrators  OA Directors	1 <sup>st</sup> Line Supervisors	No
	a. For a foreign entity or for consulting, advising, teaching, lecturing, or writing.	REE Ethics Advisor  Area Ethics Advisor	Division Directors	REE Ethics Advisor	REE Ethics Advisor	No

<sup>15</sup>Contact REE Ethics Office for advice and assistance.

## Employee Relations (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
5 CFR Part 2634	<b>2. Conflict-of-interest determinations:</b>					
	<b>a. Identify employees required to file Confidential Financial Disclosure Report (Form OGE-450), and make determinations on those which involve substantial conflict-of-interest question.</b>	REE Ethics Advisor  Area Ethics Advisor <sup>16</sup>	REE Ethics Advisor	REE Ethics Advisor	REE Ethics Advisor	No
	<b>b. Initially review all OGE-450's and make determinations on those not involving substantial conflict-of-interest questions.</b>	REE Ethics Advisor, for HQ  Area Ethics Advisor	REE Ethics Advisor	REE Ethics Advisor	REE Ethics Advisor	No
	<b>3. Disciplinary actions, grievances, and appeals:<sup>17</sup></b>					
DPM 432; DPM 751; DPM 752	<b>a. Sign letters of reprimand and adverse action proposals:</b>					
	(1) GS-14/15	1 <sup>st</sup> Line Supervisors	Associate Administrator	Deputy Administrators  OA Directors	Senior Executives	No

<sup>16</sup> Area Ethics Advisor consults with REE Ethics Advisor on substantial conflict of interest questions.

<sup>17</sup>Contact AFM, HRD/ERB prior to proposing or taking any disciplinary action or responding to any grievance or appeal to ensure that actions are carried out in accordance with appropriate laws and regulations.

## Employee Relations (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DPM 432; DPM 751; DPM 752	(2) GS-13 and below	1 <sup>st</sup> Line Supervisors	1 <sup>st</sup> Line Supervisors	1 <sup>st</sup> Line Supervisors	1 <sup>st</sup> Line Supervisors	No
DPM 315; DPM 432; DPM 751; DPM 752	b. Sign decision letters for adverse actions and separations of probationers: <sup>18</sup> (GS-14/15 and below.)	2 <sup>nd</sup> Line Supervisors	Associate Administrator	Deputy Administrators  OA Directors	Senior Executives	No
DPM 771	c. Sign Final agency decisions on formal grievances.	Administrator	Administrator	Administrator	Administrator	No
5 CFR 1201.31; 7 CFR 15.64-5	d. Represent the agency at hearings relative to adverse actions, grievances, appeals, and other personnel matters.	Employee Relations	Employee Relations	Employee Relations	Employee Relations	Yes, at Administrator's discretion

<sup>18</sup>Decision letters must be signed at a higher level than notices of proposed adverse action.

## Employee Relations (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
<b>5 CFR 315, Subparts H &amp; I</b>	<b>4. Determine satisfactory completion of probationary period for:</b>					
<b>REE P&amp;P 418.6</b>	<b>a. Supervisors and managers</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>No</b>
<b>REE P&amp;P 418.2</b>	<b>b. New Employees.</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>No</b>
<b>5 CFR 531, Subpart D</b>	<b>5. Withhold within-grade increases:</b>					
	<b>a. Sign letters of decision to withhold within-grade increases<sup>19</sup></b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>Branch Chiefs</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>No</b>
	<b>b. Sign decision letters on requests to reconsider withholding within-grade increases.</b>	<b>2<sup>nd</sup> Line Supervisors</b>	<b>Division Directors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>2<sup>nd</sup> Line Supervisors</b>	<b>No</b>

## Telework

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
<b>P&amp;P 402.5</b>	<b>1. Approve Telework Requests</b>	<b>Deputy Administrators</b>  <b>Area Directors</b>  <b>HQ Staff Heads</b>  <b>Division Directors</b>	<b>Administrator</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>Yes for ARS</b>

<sup>19</sup> Prior to withholding a within-grade increase, the supervisor must contact AFM's HRD/ERB.

# Waivers of Repayment

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
FTR 302-2.14	1. Approve waivers of repayment for:					
	a. Unfulfilled service agreements after travel to first duty station, transfer of official station, or training.	REE Chief Financial Officer	No			
DR 2570-2	b. Erroneous payments of salary or allowances.	REE Chief Financial Officer	No			
DR2570-2 1/5/2001	c. Erroneous payments of travel and transportation expenses. <sup>20</sup>	REE Chief Financial Officer	No			
5 USC 3372(c)(2)	d. IPA agreements.	Administrator	Administrator	Administrator	Deputy Administrators	Yes
	e. Failure to complete training in a non-Government facility.	Approving Official	Associate Administrator	Approving Official	Administrator, Associates, or Deputies	No
31 USC 3711; 4 CFR 103-194	2. Suspend or terminate collection action, or exercise compromise authority, on claims up to \$20,000.	REE Chief Financial Officer	Administrator	REE Chief Financial Officer	Deputy Administrators	No

<sup>20</sup> The OCFO may waive repayment of travel and transportation expenses up to the \$1,500. The Secretary must waive claims over \$1,500

## Waivers of Repayment (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DPM 630	3. Approve waivers of repayment of overdrawn leave.	Deputy Administrators <sup>21</sup>  REE Chief Financial Officer	Associate Administrator	REE Chief Financial Officer	Deputy Administrators	No

## Travel – Domestic

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
ATR 301-1	1. Approve a Type A, Unlimited open travel authorization. <sup>22</sup>	REE Under Secretary	REE Under Secretary	REE Under Secretary	REE Under Secretary	No
ATR 301-1.105	2. Authorize travel to resort areas. <sup>23</sup>	REE Deputy Under Secretary	No			

<sup>21</sup>The Deputy Administrator may waive overdrawn leave only when an employee is separated by death or disability retirement, entrance into military service with restoration rights, or resignation because disability prevents the employee from continuing or resuming service. Under all other circumstances, the separating employee must either refund the full amount of indebtedness or the employee's final salary and lump sum payments will be adjusted by this amount.

<sup>22</sup> REE Deputy Secretary and Deputy Under Secretary may establish this type of travel authorization for the Administrator only.

<sup>23</sup> Areas or facilities that are known more for tourism and vacations.

## Travel – Domestic (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
ATR 301-1 P&P 340.0	3. Designate positions eligible for Type B and N travel authorization. <sup>24</sup>	Administrator  Director, FMD <sup>25</sup>	Administrator	Administrator	Administrator	No
ATR 301-1	4. Approve Type B travel authorizations for positions designated by the Administrator.	Administrator  Director, FMD	Administrator	Administrator	State Directors	Yes
	5. Approve Type N travel authorizations for positions designated by the Administrator.	Administrator  Director, FMD	Administrator	Administrator	n/a	Yes

<sup>24</sup>The type (B) authorization is limited to employees who need to perform frequent, routine, repetitive travel within a work-related geographic area within the United States (domestic). The type (N) authorization is limited to employees who qualify for limited open authorizations (Type B) and who hold positions of such broad ranged responsibility that the geographic restrictions of a limited open travel authorizations (Type B) would severely impede the performance of the employee.

<sup>25</sup>The Director of Financial Management Division may act for the Administrator, ARS, to approve travel and expenses that can be authorized by the Administrator.

## Travel – Domestic (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
ATR 301-1 P&P 340.0	6. Authorize, direct, and approve routine domestic travel.	<p>Administrator</p> <p>Deputy Administrators</p> <p>Area Directors</p> <p>HQ Staff Heads</p> <p>Division Directors</p> <p>DAD's</p>	<p>Division Directors</p>	<p>Deputy Administrators</p> <p>OA Directors</p>	<p>Administrator</p> <p>Associate Administrator</p> <p>Deputy Adm., FO/Associate Deputy Administrator, FO</p> <p>Division Directors</p> <p>Staff Directors</p> <p>State Directors</p>	Yes
ATR 302-1	a. Travel to first post of duty.	<p>Administrator</p> <p>Deputy Administrators</p> <p>Area Directors</p> <p>HQ Staff Heads</p> <p>Division Directors</p> <p>DAD's</p>	<p>Division Directors</p>	<p>Deputy Administrators</p> <p>OA Directors</p>	<p>Associate Deputy Administrators</p> <p>Financial Officer</p>	No

## Travel – Domestic (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
ATR 302-1	b. Changes of official station.	Administrator  Deputy Administrators  Area Directors  Division Directors	Division Directors	Deputy Administrator  OA Directors	Associate Deputy Administrators  Financial Officer	No
ATR 302-1	c. Travel for student trainees promoted upon completion of college work.	Area Directors  Division Directors  DAD's	Division Directors	Deputy Administrators  OA Directors	Associate Deputy Administrators  Financial Officer	No
FTR 302-1.2	d. Travel to the first post of duty for new SES employees.	Administrator  Director, FMD	Administrator	Administrator	Administrator	No
FTR 301-75; P&P 412.5	e. Travel for pre-employment interviews: <sup>26</sup>					
FTR 301-75; P&P 412.5	1) SES employees and below.	Administrator  Director, FMD	Administrator	Administrator	Administrator	No

<sup>26</sup>Obtain advice and assistance concerning the proper use of this authority from AFM HRD.

## Travel – Domestic (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
FTR 301-75; P&P 412.5	2) GS-15 positions and below.	Deputy Administrators  Area Directors  HQ Staff Heads  Division Director & DAD's (GS-14 and below)	Division Director	Deputy Administrators  OA Directors	Deputy Administrators	Yes
	f. Travel by non-Government employees	Administrator  Deputy Administrators  Area/Associate Area Directors  Divisions Directors  DAD's	Division Directors	Deputy Administrators  OA Directors	Senior Executives  State Directors  IPO Director	Yes

## Travel - Domestic (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
FTR 304-1; P&P 341.2	g. Travel involving payment of expenses by non- Federal sources.	Administrator  Deputy Administrators  Area Directors  Director, FMD	Administrator	Administrator (foreign sources only)	Senior Executives  Director, IPO  State Directors	No
ATR 301-3.3d; P&P 343.1	h. Premium class (first or business class) airline travel. <sup>27</sup>	Under Secretary  Assistant Under Secretary	Under Secretary  Assistant Under Secretary	REE Under Secretary  Deputy Under Secretary	Under Secretary  Deputy Under Secretary	No
ATR 301-1.104	i. Travel to attend meetings, conferences, seminars, training and similar events under \$25,000.	Deputy Administrators  Area/Associate Area Directors  Division Directors  DAD's	Branch Chiefs	Deputy Administrators  OA Directors	Branch Chiefs  Staff/State Directors	No

<sup>27</sup>No approval required for use of Frequent Travel Benefits (FTB's).

## Travel - Domestic (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
ATR 301-1.104	j. Travel for medical examinations. <sup>28</sup>	Deputy Administrators  Area Directors	Division Directors	Deputy Administrators  OA Directors	Senior Executives	No
	k. Travel by members of public advisory committees.	Deputy Administrators  Area Directors  Division Directors	Division Directors	Deputy Administrators  OA Directors  Executive Director, NAREEEAB <sup>29</sup>	Associate Administrator	No
	l. Travel by employees testifying in judicial proceedings.	Deputy Administrators  Area Directors  Division Directors	Division Directors	Deputy Administrators  OA Directors	Deputy Administrators	No

<sup>28</sup> When local community physicians are not available or capable of providing certain tests.

<sup>29</sup> Only for members of the National Agricultural Research, Extension, Education and Economics Advisory Board.

# Travel - Foreign

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
P&P 344.2	<b>Authorize, direct, and approve foreign travel:</b>					
	<b>1. All work related foreign travel.<sup>30</sup></b>	<b>Deputy Administrators</b>  <b>Area Directors</b>  <b>Division Directors</b>	<b>Division Directors</b>	<b>Deputy Administrators</b>  <b>OA Directors</b>	<b>Deputy Administrators</b>	<b>No</b>
	<b>2. Within countries of assignment for employees <u>stationed outside</u> the United States.</b>	<b>Center Directors</b>  <b>Research Leaders</b>	<b>Division Directors</b>	<b>Deputy Administrators</b>  <b>OA Directors</b>	<b>Deputy Administrators</b>	<b>No</b>

<sup>30</sup> For employees whose duties require them to regularly (daily/weekly) enter either Canada or Mexico, consider securing a blanket Travel Authorization and extended Country Clearance from Financial Management Division (FMD), AFM. FMD will approve such use on a case by case basis.

## Travel - Foreign (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
P&P 344.2	<b>4. Other actions while on foreign travel or stationed in a foreign country:</b>					
	<b>a. Leave between tours of duty.</b>	Deputy Administrators  Area Directors	Administrator	Administrator	n/a	No
	<b>b. Returning to CONUS for separation.</b>	Deputy Administrators  Area Directors	n/a	n/a	n/a	No
	<b>c. Educational travel expenses (dependents).</b>	Deputy Administrators  Area Directors	Administrator	n/a	n/a	No

# Travel - General

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
FTR 301-52	1. Authorize, direct, and approve travel:					
	a. To or from U.S. territories or possessions.	<b>Administrator</b>  <b>Deputy Administrators</b>  <b>Area Directors</b>  <b>Division Directors</b>	<b>Division Directors</b>	<b>Deputy Administrators</b>  <b>OA Directors</b>	<b>Deputy Administrators</b>	<b>Yes</b>
FTR 301-52	b. To or from Alaska, Hawaii, or Puerto Rico.	<b>Deputy Administrators</b>  <b>Area Directors</b>  <b>Division Directors</b>	<b>Division Directors</b>	<b>Deputy Administrators</b>  <b>OA Directors</b>	<b>Deputy Administrators</b>	<b>Yes</b>

## Travel - General (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
FTR 301-52	2. Approve AD-616, Travel Voucher. <sup>31</sup>	1 <sup>st</sup> Line Supervisors	Branch Chiefs	1 <sup>st</sup> Line Supervisors	Deputy Administrators (for International)  Branch Chiefs  State Directors	No
FTR 301-11; P&P 342.1	3. Approval of actual subsistence in lieu of per diem up to the statutory maximum rate.	Administrator  Deputy Administrators  Area Directors  Director, FMD <sup>32</sup>	Division Directors	Deputy Administrators  OA Directors	Deputy Administrators	No

<sup>31</sup>The only individuals who may approve travel vouchers are the traveler's working supervisor or another responsible individual who has knowledge of the purpose of the travel and its accomplishment.

<sup>32</sup>The Director, FMD may approve requests for actual subsistence on behalf of the ARS Administrator.

## Attendance at Meetings (AD-202)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
FTR 301-2	Authorize attendance at meetings (domestic): <sup>33</sup>					
	1. National meetings (Domestic).	<b>Administrator</b>  <b>Deputy Administrators</b>  <b>Associate Deputy Administrator, AFM</b>  <b>Area Directors</b>  <b>Center Directors</b>  <b>Research Leaders</b>  <b>Division Directors</b>	<b>Branch Chiefs</b>	<b>Deputy Administrators</b>  <b>OA Directors</b>	<b>Senior Executives</b>  <b>State Directors</b>	<b>No</b>
REE Bulletin 96-301	2. Offsite meetings \$25,000 or more.	<b>Administrator</b>	<b>Administrator</b>	<b>Administrator</b>  <b>Associate Administrator</b>	<b>Administrator</b>	<b>No</b>

<sup>33</sup> Does not apply to routine working meetings within the local commuting area.

## Attendance at Meetings (AD-202) (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
REE Bulletin 96-301	3. Travel to International meetings held outside the continental United States.	Administrator  Deputy Administrators  Area Directors	Administrator	Administrator	Administrator	No
	4. Travel to duty station outside the United States.	Administrator  Deputy Administrators  Area Directors	Administrator	Administrator	Administrator	No

# Freedom of Information and Privacy Act Requests

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
7 CFR 1.3; 7 CFR 1.8; 7CFR 4001; P&P 158.01	1. Grant or deny requests for records under the Freedom of Information Act.	FOIA/PA Coordinator	FOIA/PA Coordinator	FOIA/PA Coordinator	FOIA/PA Coordinator	No
	2. Grant or deny appeals of Freedom of Information Act decisions.	Administrator	Administrator	Administrator	Administrator	No
	3. Grant or deny requests for access to or amendment of, a record under the Privacy Act.	FOIA/PA Coordinator	FOIA/PA Coordinator	FOIA/PA Coordinator	FOIA/PA Coordinator	No
	4. Grant or deny appeals of Privacy Act decisions.	Administrator	Administrator	Administrator	Administrator	No

# Acquisition

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DR 5001-1	1. Delegates contracting authority (including small purchase and contracting authority).	HCAD (Director, APD)  Chief, Policy Branch, APD	HCAD (Director, APD)  Chief, Policy Branch, APD	HCAD (Director, APD)  Chief, Policy Branch, APD	HCAD (Director, APD)  Chief, Policy Branch, APD	No

## Acquisition (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DR 5013-6	2. Nominates purchase card holders	1 <sup>st</sup> Line Supervisors	Division Directors	1 <sup>st</sup> Line Supervisors	1 <sup>st</sup> Line Supervisors	Yes, to LAPC (ARS, CSREES, and NASS) No, ERS
	3. Nominates Local Agency Program Coordinator (LAPC)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No
7 CFR 2.7	4. Sign Form AD-700:					
	a. when the estimate is \$100,000 or more.	Fund holders <sup>34</sup>	Administrator	Fund holders	Administrator	Yes
	b. when estimate is less than \$100,000.	Fund holders	Division Directors	Fund holders	Associate Deputy Administrator/ Financial Officer	Yes, for ARS, CSREES, and NASS. For ERS, to Branch Chiefs, Web Manager, and GSEA Project Manger
7 CFR 2.9	5. Negotiates and awards purchase orders and contracts.	Warranted Contracting Officers	Warranted Contracting Officers	Warranted Contracting Officers	Warranted Contracting Officers	No
AGAR 403	6. Authorize contracts with Government employees.	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No
AGAR 409.4	7. Authorize contract renewal with debarred contractor or subcontracts with debarred or suspended subcontractor.	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No
AGAR 409.5	8. Approves waivers of Organizational Conflicts of Interest.	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No

<sup>34</sup> AD-700's for major construction projects must be signed by the Area Directors or his/her designee.

## Acquisition (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
AGAR 414.407 FAR 14.407-3 (a)(b)(d)	9. Approves Withdrawal of Bids or Mistakes in Bids Found Before Award.	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No
FAR 14.407-3(c)	10. Approves withdrawal of Bids or Mistakes Found Before Approval at a level above the Contracting Officer.	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No
AGAR 414.407 FAR 14.407-4 (b)&(c)	11. Makes final determination if a mistake in bid is disclosed after award	Contracting Officer	Contracting Officer	Contracting Officer	Contracting Officer	No
AGAR 415.6 P&P 212.17	12. Controls Unsolicited Proposals.	HCAD (Director, APD)  Chief, Policy Branch, APD	No			
P&P 212.16	13. Approves Ratification Actions.	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	Yes, Branch Chiefs, APD  Chief, FCB,FD  ARS, PAO's

# Grants and Agreements

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
<b>Extramural Agreements Manual 280.0</b>  <b>P&amp;P 115.3 (ARS)</b>  <b>7 USC 3318</b>	<b>1. Grants and Cooperative agreements (including specific, assistance type, and trust fund cooperative agreements and Research, Support, or Cost Reimbursable Agreements):<sup>35</sup></b>					
	<b>a. Approval to commit resources to initiate/support grant or cooperative agreement.</b>	<b>Fundholder/ ADODR</b>	<b>Fundholder/ ADODR</b>	<b>Fundholder/ ADODR</b>	<b>Fundholder/ ADODR</b>  <b>Financial Officer</b>	<b>No</b>
	<b>b. Conduct preliminary negotiations; Negotiate pre-award specifications/ workplans and project budgets for grants and agreements.</b>	<b>Fundholder/ ADODR</b>	<b>Administrator (\$100,000 or more)</b>  <b>Division Directors (less than \$100,000)</b>	<b>National Program Leader</b>	<b>Administrator (\$100,000 or more)</b>  <b>Senior Executives (less than \$100,000)</b>	<b>No</b>
	<b>c. Conduct pre-award negotiations; Negotiate and approve specifications/ workplans and project budgets for grants and agreements.</b>	<b>Fundholder/ ADODR</b>	<b>Administrator (\$100,000 or more)</b>  <b>Division Directors (less than \$100,000)</b>	<b>OEP Awards Management Branch (Branch Chiefs, Section Leaders, Team Leaders)</b>	<b>Administrator (\$100,000 or more)</b>  <b>Senior Executives (less than \$100,000)</b>	<b>Yes</b>
	<b>d. Sign formal grants and agreements (Form REE-451), and approve post-award actions.</b>	<b>Authorized Departmental Officer (ADO)</b>	<b>Director, COS</b>  <b>Division Directors</b>	<b>OEP (Deputy Administrator, Branch Chiefs, Section Leaders, Team Leaders)</b>	<b>Administrator/ Deputy Administrator</b>	<b>No</b>

<sup>35</sup>ARS International awards/actions are limited to AFM, EAD ADO's.

## Grants and Agreements (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
31 USC 1535 7 USC 3318 7 USC 450	<b>2. Interagency agreements (incoming/outgoing):</b>					
	<b>a. Negotiate and approve preliminary specifications/workplan for agreements less than \$100,000.</b>	Research Leaders  DAD's	Division Directors	Deputy Administrator  OA Directors	Senior Executives	Yes, for ERS only
	<b>b. Negotiate and approve preliminary specifications/workplan for agreements of \$100,000 or more.</b>	Research Leaders  DAD's	Administrator	Deputy Administrator  OA Directors	Administrator	Yes, for ERS, CSREES, and NASS
	<b>c. Sign formal agreements, including form AD-672, Reimbursement or Advance of Funds Agreement.</b>	REE Chief Financial Officer  DAD's	Administrator (\$100,000 or more)  Division Directors (less than \$100,000)	Budget Officer  Deputy Budget Officer	Deputy Administrator	Yes for ARS, to ABFO's or ADO's to sign for DADS

# Property Management

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
AGPMR 104-50.102, 104-50.103, 104-50.104; REE Manual 221.1M	<b>1. Personal Property:</b>					
	<b>a. As the Property Management Officer (PMO), developing property management policies and procedures, and provide property management operational support to Accountable Property Officers (APO's), to update accountable property records, conduct physical inventories, approve transfers, processing excess requests, etc.</b> <sup>36</sup>	<b>HQ: AFM, APD</b>  <b>Field: Area Property Management Office and Location Administrative Officers</b>	<b>ARS, AFM, APD</b>	<b>ARS, AFM, APD</b>	<b>ARS, AFM, APD</b>	<b>No</b>
	<b>b. As APO's, sign forms SF-120, AD-107, AD-112, AD-873, REE-1.</b> <sup>37</sup>	<b>1<sup>st</sup> Line Supervisors</b>	<b>Data Coordinators</b>  <b>Director, COS</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>1<sup>st</sup> Line Supervisors</b>	<b>No</b>

<sup>36</sup>APO's may designate property custodians to assist them as specified in REE Manual 221.1M, Property Management, Motor Vehicle, and Aircraft Management

<sup>37</sup>Consult REE Manual 221.1M, Property Management, Motor Vehicle, and Aircraft Management for guidance on how and when to use forms.

## Property Management (continued)

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
<b>P&amp;P 245.1</b> <b>Annual</b> <b>Appropriations</b> <b>(land purchase)</b> <b>P&amp;P 241.2</b> <b>P&amp;P 244.0</b>	<b>2. Real Property:</b>					
	<b>a. Purchase of Land</b>	<b>Administrator</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>No</b>
	<b>b. Long Term Lease for Land and/or Buildings (over 10 years)</b>	<b>RPMB,FD</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>No</b>
	<b>c. Short Term Lease for Land and/or Buildings (10 years or less)</b>	<b>RPMB, FD</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>Yes, to Real Estate Warrant Officers (REWO)</b>
	<b>d. Building Disposal (Fair Market Value (FMV) - over \$15,000)</b>	<b>General Services Administration (GSA)</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>No</b>
	<b>e. Building Disposal (FMV) - \$15,000 or less</b>	<b>RPMB, FD</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>Yes, REWO</b>
	<b>f. Easements and Rights-of-Ways</b>	<b>RPMB, FD</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>Yes, REWO</b>
	<b>g. Revocable Permits</b>	<b>RPMB, FD</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>Yes, REWO</b>

# Safety, Health, and Environmental Management

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
ARS M230	1. Issuing SHEM Policy.	SHEMB Chief	SHEMB Chief	SHEMB Chief	SHEMB Chief	No
	2. Interpreting SHEM Rules, regulations, Codes and laws.	SHEMB Chief	SHEMB Chief	SHEMB Chief	SHEMB Chief	No
	3. Reporting Fatalities to USDA Officials.	SHEMB Chief	SHEMB Chief	SHEMB Chief	SHEMB Chief	No
	4. Granting safety-related waivers for Design/Construction projects.	SHEMB Chief	n/a	n/a	n/a	No
NEPA Act 42 USC 4341  7 CFR 520  7 CFR 3407-1 thru 11	5. Approving NEPA documentation of Environmental Impact for Design/Construction projects, Research activities, and for issuing Grants.	Area Directors	n/a	Administrator  Associate Administrator  Deputy Administrators  Program Managers	n/a	No
OSHA Act 29 CFR Part 1960	6. Agency Designated Safety and Health Official.	Deputy Administrator, AFM	Deputy Administrator, AFM	Deputy Administrator, AFM	Deputy Administrator, AFM	No

## Space Leasing/Acquisition and Construction/Alteration/Repairs

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
41 CFR 101-18.1	1. Requisition space and facilities (sign SF-81) in the Washington, D.C. Metropolitan Area.	USDA, OO	USDA, OO	USDA, OO	USDA, OO	No
	2. Requisition space and facilities (sign SF-81) outside the Washington, D.C. Metropolitan Area.	RPMB, FD	RPMB, FD	RPMB, FD	RPMB, FD	No
	3. Sign leases for office space in locations authorized by GSA.	RPMB, FD	RPMB, FD	RPMB, FD	RPMB, FD	Yes, to Real Estate Warrant Officer
	4. Approve requests for construction, alterations, and repairs to GSA.	GSA or GSA Delegated COR	No			

# Parking of Government – Owned/Leased Motor Vehicles

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DR 5400-5, REE Manual 221.1M	Approve requests from employees to park Government owned/leased vehicles at or near their residence:					
	1. Non-Travel Status.	PMO/LAO for employees in approved job series per DR.  All others: USDA Secretary	USDA Secretary	USDA Secretary	USDA Secretary	No
	2. Travel Status. <sup>38</sup>	HQ: Division Directors and APO for vehicle  Field: Individual authorized to approve travel authorization and APO/PMO for vehicle	Division Director	Deputy Administrators	Senior Executives and APO for vehicle	No

<sup>38</sup>Approval is to prevent causing the employee hardship, it is not for employee convenience. Approval is on a case by case basis.

## Equal Opportunity and Civil Rights

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
<b>29 CFR 1613; EEOC Mgt Directive 714; 5 CFR 720</b>	<b>1. Approve annual Affirmative Employment Plan Containing Agency goals; the Federal Equal Opportunity Recruitment Program plan; and the annual accomplishment report.</b>	<b>Administrator</b>	<b>Administrator</b>	<b>Administrator</b>	<b>Administrator</b>	<b>No</b>
	<b>2. Sign letter of purpose and final disposition and settlement agreements for complaints of discrimination.</b>	<b>Administrator</b>	<b>Administrator</b>	<b>Administrator</b>	<b>Associate Administrator</b>	<b>No</b>

# Records Security

Reference	Activity	ARS Delegation	ERS Delegation	CSREES Delegation	NASS Delegation	Re-delegate ?
DM 3440-002	1. Classify documents “For Official Use Only.”	Administrator, Associate, Division Directors & REE Information Security Coordinator	Administrator, Associate, Division Directors & REE Information Security Coordinator	Administrator, Associate & Deputy Administrators, OA Directors, Agency Records Officer (ARO), & REE Information Security Coordinator	Senior Executives  REE Information Security Coordinator	No
DM 3440-001	2. Mark a derivatively classified document “Top Secret,” “Secret,” or “Confidential.”	Administrator, Associate & Deputy Administrators, Division Directors & REE Information Security Coordinator	Administrator & REE Information Security Coordinator	Administrator, Associate & Deputy Administrators  REE Information Security Coordinator	Administrator  Associate Administrator  REE Information Security Coordinator	No
	3. Originally classify documents up to “Secret.”	Secretary of Agriculture	Secretary of Agriculture	Secretary of Agriculture	Secretary of Agriculture	No

## **Glossary**

**ABFO - Area Budget and Fiscal Officer**

**APO - Accountable Property Officer**

**ADO - Authorized Departmental Officer**

**ADODR – Authorized Departmental Officer's Designated Representative**

**AFM – Administrative and Financial Management**

**AGAR - Agriculture Acquisition Regulation**

**AGPMR - Agriculture Property Management Regulations**

**APD – Acquisition and Property Division**

**ARO - Agency Records Officer**

**ARS - Agricultural Research Service**

**ATR - Agriculture Travel Regulations**

**BPMS - Budget & Program Management Staff, ARS**

**CFR - Code of Federal Regulations**

**COR - Contracting Officer Representative**

**COS - Central Operations Staff, ERS**

**CRS - Civil Rights Staff, ARS**

**CSREES - Cooperative State Research, Education, and Extension Service**

**DAD - Deputy Area Director**

**DM - Departmental Manual**

**DPM - Departmental Personnel Manual**

**DR - Departmental Regulation**

**EEOC - Equal Employment Opportunity Commission**

**ER - Employee Relations**

**ERS - Economic Research Service**

**FCB - Facilities Contracts Branch, FD**

**FD - Facilities Division**

**FMD - Financial Management Division**

**FMV - Fair Market Value**

**FPM - Federal Personnel Manual**

**FTR - Federal Travel Regulation**

**GSA - General Services Administration**

**HCAD - Head Contracting Activity Designee**

**HRD - Human Resources Division**

**IPA - Intergovernmental Personnel Act**

**IRP - International Research Programs, ARS**

**IS - Information Staff, ARS**

**LAO - Location Administrative Officer**

**NAL - National Agricultural Library**

**NPS - National Program Staff**

**NAREEAB - National Agricultural Research, Extension, Education and Economics Advisory Board**

**NASS - National Agricultural Statistics Service**

**NEPA - National Environmental Policy Act of 1969**

**OCIO - Office of the Chief Information Officer, ARS**

**OEP - Office of Extramural Programs, CSREES**

**OO - Office of Operations, USDA**

**OPMP - Office of Pest Management Policy, ARS**

**OSQR - Office of Scientific Quality & Review, ARS**

**OTT - Office of Technology Transfer**

**P&P - Policies and Procedures**

**PAO - Procurement Assistant Officer**

**REE – Research, Education and Economics (Mission Area)**

**REWO - Real Estate Warrant Officers**

**RPMB - Real Property Management Branch, FD**

**SES - Senior Executive Service**

**SHEMB - Safety, Health, and Environmental Management Branch, FD**

**USC - United States Code**

**USDA - United States Department of Agriculture**

## **Forms**

**AD-107 - Report of Transfer or Other Disposition of Property**

**AD-112 - Report of Unserviceable, Lost, Stolen, or Damaged Property**

**AD-331 - Time and Attendance Report**

**AD-616 - Travel Voucher**

**AD-672 - Reimbursement or Advance of Funds Agreement**

**AD-700 - Procurement Request**

**AD-873 - Property Pass**

**OGE-450 - Confidential Financial Disclosure Report**

**REE-1 - Receipt for Loaned Property**

**REE-101 - Application for Approval to Engage in Non-Federal Employment or Activity**

**REE-451 - Formal Cooperative Agreement**

**SF-52 - Request for Personnel Action**

**SF-81 - Request for Space**

**SF-182 - Request, Authorization, Agreement, and Certification of Training**