

ARS □ ERS □ NASS □ NIFA

Policies and Procedures

Title: Administrative Delegations of Authority

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

This revision makes minor changes due to the reorganization.

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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), National Institute of Food and Agriculture (NIFA), 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/Director 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 /Director and Associate Administrator/Deputy Director retain the authorities delegated to Division Directors. By the same token, Division Directors retain the right to exercise authorities delegated to Branch Chiefs (or state Directors for NASS only). 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.

Lisa Baldus
Associate Deputy Administrator
Administrative and Financial Management

Organization, Position Management, and Classification

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

* NOTE: In all instances where the Director/Associate Director/Deputy Director, NIFA, 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.

¹ 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.

² Area Directors include Director, NAL.

³ Includes NPS and AFM.

⁴ Includes: Budget, Planning and Accountability, EEO, Communications, and Legislative Affairs.

⁵ Position sensitivity is determined after consultation with appropriate management officials.

Staffing

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
DPM 312	1. Approve SF-52's, Request for Personnel Action, for:					
	a. GS-15 positions and below.	Administrator Associate Administrators Deputy Administrators Area Directors HQ Staff Heads⁶ Division Directors (GS-14 and below)	Administrator	Associate Directors Deputy Directors OD Directors⁷	Division Directors	Yes, at Admin/ Director discretion, ERS/NIFA Yes, at AA and AD discretion, ARS
	b. GS-13 and below positions.	Division Directors Branch Chiefs/1st Line Supervisors Research Leaders	Administrator	Associate Director Deputy Directors⁷ OD Directors⁷	Senior Executives	Yes, at Admin. discretion, ERS/NIFA

⁶ HQ Staff include: BPMS, OTT, OSQR, OPMP, OCIO, IRP, IS (GS-14 & below), & CRS (GS-14 & below). HR Division Director may also approve SF_52's for GS-15's.

⁷ For student hires and panel managers only.

Staffing (continued)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
DPM 312	2. Make selection for:					
	a. GS-15 positions and below.⁸	Associate Administrators Deputy Administrators Area Directors HQ Staff Heads	Division Directors	Deputy Directors OD Directors Division Directors	Human Resource Council	No
	b. GS-14 positions.	Division Directors Research Leaders	Division Directors	Deputy Directors OD Directors Division Directors	Human Resource Council	No
	c. GS-13 positions.	Branch Chiefs	Branch Chiefs⁹	1st Line Supervisors	Human Resource Council	No

⁸ RL selection subject to approval of Associate Administrator. HR Division Director may also approve SF_52's for GS-15's.

⁹ Branch Chiefs and Director, COS throughout document.

Staffing (continued)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
DPM 312	d. GS-12 positions and below	1 st Line Supervisors	Branch Chiefs	1 st Line Supervisors	Senior Executives	No
5 USC Section 3371-3375 5 CFR 334 P&P 422.2 (ARS)	3. Approve IPA agreements.	Administrator ¹⁰	Administrator	Associate Directors	Senior Executives	No
DPM 352	5. Approve details or reassignments with reemployment rights back to agency (e.g., overseas assignments, details to other USDA agencies). ¹¹	Associate Administrators Deputy Administrators Area Directors Division Directors	Administrator	Associate Directors	Administrator	Yes

¹⁰ 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.

¹¹ Excludes the following details or reassignments that require prior clearance from the Office of Human Resources Management: non-reimbursable 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	NIFA Delegation	NASS Delegation	Re-delegate ?
5 USC 5376 P&P 412.5	1. Review and approve payment of incentives, bonuses, allowances, and differentials to SES, SL, ST, and SSRS	Secretary of Agriculture	Secretary of Agriculture	Secretary of Agriculture	Secretary of Agriculture	No
	2. Review and approve Recruitment & Relocation payment of incentives, bonuses, allowances under Federal Employees Pay Comparability Act (FEPCA). Except for Retention Bonus.	Associate/Deputy Administrators	Administrator	Associate Director	Associate Administrator	Yes
	3. Review and approve payment for retention bonuses under Federal Employees Pay Comparability Act (FEPCA).	Assistant Secretary for Administration	Assistant Secretary for Administration	Assistant Secretary for Administration	Assistant Secretary for Administration	No
	4. Review and approve Demo Project incentives.	Associate/Deputy Administrators Area Directors HQ Staff Heads HR Division Directors	n/a	n/a	n/a	Yes Yes Yes No

Recruitment and Retention Incentives and Other Special Pay (continued)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA 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	Associate Directors	Administrator	No
	5. Superior Qualifications Determinations	Associate/Deputy Administrators HR Division Director	Administrator	Associate Directors	Associate Administrators	No
	5a. Exception Approval	Head OHRM	Head OHRM	Head OHRM	Head OHRM	No

Hours of Duty and Leave

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

¹² 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/Director.

Hours of Duty and Leave (continued)

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

Performance Management and Awards

Reference	Activity	ARS Delegation	ERS Delegation	NIFA 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	Associate Directors	Administrator/ Associate 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	Associate Directors	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 NIFA, and performance awards of any amount where granted by the NIFA Director 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 Directors OD Directors	Associate Administrator	Yes – ARS and ERS

Performance Management and Awards (continued)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
	6. Approve QSI's	Deputy Administrators Area Directors HQ Staff Heads Division Directors BSC's	Administrator	Deputy Directors OD Directors	Administrator	Yes – ARS
	7. Time Off and Spot Awards ¹³	Deputy Administrators Area Directors HQ Staff Heads Division Directors	Division Directors	Deputy Directors OD Directors Division Directors	Division Directors	Yes, except NASS

¹³ 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	NIFA Delegation	NASS Delegation	Re-delegate ?
DPM 410	1. Approve training (SF-182) for:					
	a. Less than 120 days.	1st Line Supervisors w/Reviewing Official Approval	Branch Chiefs	1st Line Supervisors	1st Line Supervisors	No
	b. 120 days or more.	DAAFM, Associate Administrator for Operations, Associate Administrator for National Programs Area Directors	Associate Administrator	Deputy Directors OD Directors	Associate Administrator	No

Employee Relations

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
5 CFR Part 8301	¹⁴ Approve/Concur request for outside employment (form REE-101): ¹⁴	Immediate Supervisors Area Ethics Advisor	Division Directors	Deputy Directors OD Directors	Division Directors	No
	a. For a foreign entity or for consulting, advising, teaching, lecturing, or writing.	REE Ethics Advisor Area Ethics Advisor	REE Ethics Advisor	REE Ethics Advisor	REE Ethics Advisor	No
5 CFR Part 2634	2. Conflict-of-interest determinations:					
	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.	REE Ethics Advisor Area Ethics Advisor ¹⁵	REE Ethics Advisor	OE Ethics Advisor	REE Ethics Advisor	No
	b. Initially review all OGE-450's and make determinations on those not involving substantial conflict-of-interest questions.	REE Ethics Advisor, for HQ Area Ethics Advisor	REE Ethics Advisor	OE Ethics Advisor	REE Ethics Advisor	No
	3. Disciplinary actions, grievances, and appeals: ¹⁶					

¹⁴ Contact USDA Office of Ethics for advice and assistance.

¹⁵ Area Ethics Advisor consults with USDA Office of Ethics, Science Ethics Branch. Advisor on substantial conflict of interest questions.

¹⁶ 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	NIFA Delegation	NASS Delegation	Re-delegate ?
DPM 432 DPM 751; DPM 752	a. Sign letters of reprimand and adverse					
	(1) GS4/15	1 st Line Supervisors	Associate Administrator	1 st Line Supervisor	Senior Executives	No
DPM 432; DPM 751; DPM 752	(2) GS-13 and below	1 st Line Supervisors	1 st Line Supervisors	1 st Line Supervisors	1 st Line Supervisors	No
DPM 315; DPM 432; DPM 751; DPM 752	b. Sign decision letters for adverse actions and separations of probationers ¹⁷ (GS-14/15 and below.)	2 nd Line Supervisors	Associate Administrator	Deputy Directors OD Directors Division Directors	Senior Executives	No
DPM 771	c. Sign Final agency decisions on formal grievances.	Administrator	Administrator	Associate Directors	Administrator	No
5 CFR 1201.31; 7 CFR 15.64-5	d. Represent the agency at hearings relative to adverse actions, grievances, appeals, and	Employee Relations	Employee Relations	Employee Relations	Employee Relations	Yes, at Administrator's/ Director's discretion

¹⁷ Decision letters must be signed at a higher level than notices of proposed adverse action.

Employee Relations (continued)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
5 CFR 315, Subparts H & I	4. Determine satisfactory completion of probationary period for:					
REE P&P 418.6	a. Supervisors and managers	1 st Line Supervisors	No			
REE P&P 418.2	b. New Employees.	1 st Line Supervisors	No			
5 CFR 531, Subpart D	5. Withhold within-grade increases:					
	a. Sign letters of decision to withhold within-grade increases ¹⁸	1 st Line Supervisors	Branch Chiefs	1 st Line Supervisors	1 st Line Supervisors	No
	b. Sign decision letters on requests to reconsider withholding within-grade increases.	2 nd Line Supervisors	Division Directors	2 nd Line Supervisors	2 nd Line Supervisors	No

¹⁸ REE Prior to withholding a within-grade increase, the supervisor must contact AFM's HRD/ERB.

Telework

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
Departmental Regulation 4080-11-002	1. Approve Telework Eligibility Determinations	First-line supervisor after consulting with second-line management/ Supervisor	First-line supervisor after consulting with second-line management/ Supervisor	First-line supervisor after consulting with second-line management/ Supervisor	First-line supervisor after consulting with second-line management/ Supervisor	N/A
	2. Approve Telework Agreements	First-line supervisor after consulting with second-line management/ supervisor	First-line supervisor after consulting with second-line management/ supervisor	First-line supervisor after consulting with second-line management/ supervisor	First-line supervisor after consulting with second-line management/ supervisor	N/A

Waivers of Repayment

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
FTR 302-2.14 5 USC 5738	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	REE Chief Financial Officer	REE Chief Financial Officer	REE Chief Financial Officer	No
DR 2570-2 1/5/2001,5USC 5584	b. Erroneous payments of salary or allowances.	REE Chief Financial Officer	REE Chief Financial Officer	REE Chief Financial Officer	REE Chief Financial Officer	No
DR2570-2 1/5/2001, 5 USC 5584	c. Erroneous payments of travel and transportation expenses. ¹⁹	REE Chief Financial Officer	REE Chief Financial Officer	REE Chief Financial Officer	REE Chief Financial Officer	No
5 USC 3372(c)(2) 31 USC 3711	d. IPA agreements.	Administrator	Administrator	Associate Director	Associate	Yes
	e. Failure to complete training in a non-Government facility.	Approving Official	Associate Administrator	Approving Official	Administrator, Associate	No
31 USC 3711; 31 CFR, Parts 900-904	2. Suspend or terminate collection action, or exercise compromise authority, on claims up to \$100,000.	REE Chief Financial Officer	Administrator	REE Chief Financial Officer	Administrator Associate Administrator	No
DPM 630-002,5 USC 6302 5 USC 5584	3. Approve waivers of repayment of overdrawn leave.	Deputy Administrators ²⁰ REE Chief Financial Officer	Associate Administrator	REE Chief Financial Officer	Associate Administrator	No

¹⁹ USDA Agency's may waive repayment of travel and transportation expenses. The Administrator must waive claims over \$1,500. See DR 2570-002

²⁰ 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 5 CFR 630-209. 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.

Travel – Domestic

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate
DM 2300-001 4.d	Approve travel authorizations for positions designated by the Agency Head.	Agency Head Deputy Director, FMAD Director, NCRBSC	Agency Head	Agency Head Administrative and Operations Officer	Regional Directors	Yes
DM 2300-001 4.e	Authorize, direct and approve routine domestic travel ²¹	Fund holder	Division Directors	Associate Directors Deputy Directors OD Directors Division Directors	Administrator Associate Administrator Division Directors, Staff Directors, Regional Directors	No
FTR §301-2.5 (a) FTR §304 P&P 341.2	Travel involving payment of expenses by non-Federal sources (sponsored travel) ²²	Agency Head Deputy Administrators Area/BSC Directors HQ Staff Heads Division Directors	Agency Head	Associate Directors (foreign sources only) Administrative and Operations Officer ²³ (foreign sources only)	Administrator Associate Administrator	No

²¹ Any delegation must be the same or higher positional authority of the fund holder

²² Only after Ethics Officer review

²³ NIFA may not accept payment of expenses by domestic non-Federal sources

Travel – Domestic (continued)

FTR §301-2.5 (d)	Ticket procured from unauthorized source (emergency, invitational travel only²⁴)	Agency Head Director, FMAD Deputy Director, FMAD Chief, FMAD-TPSB	Agency Head	Associate Directors	Administrator Associate Administrator	No
FTR §301-2.5 (g) DM 2300-001 9.h.(1)	Rental car	Fund holder	Division Directors	Deputy Directors OD Directors Division Directors	Division Directors Staff Directors Regional Directors and Deputy Directors	No
FTR §301-2.5 (k) FTR §301-30 DM 2300-001 9.m	Emergency Travel	Agency Head Deputy Administrators Area/BSC Directors HQ Staff Heads Division Directors	Agency Head	Agency Head Associate Directors Deputy Directors OD Directors Division Directors	Administrator Associate Administrator	No
Bulletin 10-306	Authorize, direct, and approve foreign travel	Deputy Administrators Area/BSC Directors	Division Directors	Deputy Directors OD Directors	Administrator Associate Administrator	No

²⁴ In non-emergency and/or non-invitational traveler situations, only the USDA Chief Financial Officer may authorize purchase or approve reimbursement

Travel – Domestic (continued)

FTR §301-2.5 (m)	Authorize and approve foreign travel expenses	Fund holder	Division Directors	Deputy Directors OD Directors Division Directors	Administrator Associate Administrator	
FTR §301-2.5 (o) OMB M-12-12 OCFO Memo	Conference attendance	Fund holder	Associate Agency Head	Deputy Directors OD Directors	Administrator Associate Administrator	No
FTR §301-2.5 (p)	Payment of full M&IE when meals are provided by the Government either directly or through a registration fee, tuition, or other payment due to an employee's medical requirements or religious beliefs	Agency Head Deputy Administrators Area/BSC Directors HQ Staff Heads Division Directors	Division Directors	Deputy Directors OD Directors Division Directors	Administrator Associate Administrator	No
FTR §301-2.11-200	Reduced per diem (Lodging and/or M&IE) ²⁵	Fund holder	Division Directors	Deputy Directors OD Directors Division Directors	Associate Administrator	Yes
FTR §301-10.122 DM 2300-001	Use of other than Coach-Premium class (first or business class) airline travel	Under Secretary Deputy Under Secretary	Under Secretary Deputy Under Secretary	Under Secretary Deputy Under Secretary	Under Secretary Deputy Under Secretary	No

²⁵ Per Diem may not be reduced after travel begins.

Attendance at Meetings (AD-202)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
FTR 301-2	Authorize attendance at meetings (domestic):					
	1. National meetings (Domestic).	Administrator Deputy Administrators Associate Deputy Administrator, AFM Area Directors Center Directors Research Leaders Division Directors	Branch Chiefs	Division Directors OD Directors	Division Directors Regional Directors	No
REE Bulletin 96-301	2. Offsite meetings \$25,000 or more.	Administrator	Administrator	Associate Directors	Administrator	No

Attendance at Meetings (AD-202) (continued)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA 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	Deputy Directors OD Directors	Administrator	No
	4. Travel to duty station outside the United States.	Administrator Deputy Administrators Area Directors	Administrator	Associate Directors	Administrator	No

Freedom of Information and Privacy Act Requests

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate
7 CFR Part 1, Subparts A and G;	1. Grant or deny requests for records under the	FOIA/PA Officer	FOIA/PA Officer	FOIA/PA Officer	FOIA/PA Officer	No
7 CFR Part 510;	Freedom of Information Act.					
7 CFR Part 3404;	2. Deny appeals of	Administrator	Administrator	Director	Administrator	No
7 CFR Part 3601;	Freedom of Information					
7 CFR Part 3701;	3. Grant appeals of	FOIA/PA Officer	FOIA/PA Officer	FOIA/PA	FOIA/PA	No
P&P 116.0	Freedom of Information			Officer	Officer	
	Act decisions.					
	4. Grant or deny requests for access to or amendment of records under the Privacy Act.	FOIA/PA Officer	FOIA/PA Officer	FOIA/PA Officer	FOIA/PA Officer	No
	5. Deny appeals of	Administrator	Administrator	Director	Administrator	No
	Privacy Act decisions.					
	6. Grant appeals of	FOIA/PA Officer	FOIA/PA Officer	FOIA/PA	FOIA/PA	No

Acquisition

Procurement Advisory 85A	1. Delegates contracting authority	HCAD (APD) Deputy Director APD	No			
DR 5013-6	2. Nominates purchase card holders	1 st Line Supervisors	Associate Administrator	1 st Line Supervisors	1 st Line Supervisors	Yes, to LAPC (ARS, NIFA, and NASS)
7 CFR 2.7	3. Nominates Local Agency Program Coordinator (LAPC)	HCAD, “subject to the concurrence of the APC.” (APD)	HCAD, “subject to the concurrence of the APC.” (APD)	HCAD, “subject to the concurrence of the APC.” (APD)	HCAD, “subject to the concurrence of the APC.” (APD)	No
	4. Approve /sign form requisition/AD-700;					
	a. when the estimate is \$150,000 or more.	Fund holders ²⁶	Administrator	Fund holders	Administrator	Yes
	b. when estimate is less than \$150,000.	Fund holders	Division Directors	Fund holders	Associate Administrator/ Financial Officer	Yes, for ARS, NIFA, and NASS. For ERS, to Branch Chiefs, Web Manager, and GSEA Project Manager

²⁶ AD-700's for major construction projects must be signed by the Area Directors or his/her designee.

Acquisition's (continued)

FAR 1.602-1	5. Contracting Officer authority to enter into administer, or terminate	Warranted Contracting Officers	Warranted Contracting Officers	Warranted Contracting Officers	Warranted Contracting Officers	No
Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	
AGAR 403.602	6. Authorize contracts with Government employees.	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No
AGAR 409.405 & 409.405-2	7. Authorized to approve contracts and subcontracts with debarred or suspended contractors	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No
AGAR 409.503	8. Approves waivers of Organizational Conflicts of Interest.	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	No
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

Acquisition's (continued)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
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) Deputy Director, APD	HCAD (Director, APD) Deputy Director, APD	HCAD (Director, APD) Deputy Director, APD	HCAD (Director, APD) Deputy Director, APD	No
P&P 212.16 v 7	13. Approval for Acquisition Ratifications	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	HCAD (Director, APD)	Acquisition Branch Chiefs (BSC)

Grants & Agreements

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
7 USC 3318 7 USC 3318(b) 7 USC 3319 7 USC 3291 7 USC 450a	1. Grants and Cooperative agreements (including Non-assistance and Assistance Type, Reimbursable, Trust Fund Research.²⁷					
7 CFR 2.21 7 CFR 2.65 P&P 321.1v.2 P&P 324.0	a. Approval to commit resources to initiate/support grant or cooperative agreement.	Fund holder/ Research Leader (RL)/ ARS Principal Investigator	Fund holder/ PI	Fund holder/ ADODR	Fund holder/ ADODR	No
P&P 700.0.v.2 P&P 701.0.v.2 P&P 703.0.v.2 P&P 704.0.v.2 P&P 705.0.v.3	b. Negotiate pre-award specifications/ work plans and project budgets for grants and agreements.	Fund holder/ RL/ ARS PI	PI	National Program Leader	Administrator (\$100,000 or more) Division Directors (less than \$100,000)	No
P&P 702.0v2	c. Finalize negotiations; Negotiate and approve specifications/ work plans and project budgets for grants and agreements.	Authorized Departmental Officer (ADO)	Administrator (\$100,000 or more) Division Directors (less than \$100,000)	OGFM Awards Management Division Director, Branch Chiefs, Team Leaders, Grants Specialist	Administrator Associate Administrator (\$100,000 or more) Division Directors (less than \$100,000)	Yes for NASS
	d. Sign formal grants and agreements (Form REE-451), and approve post-award actions.	Authorized Departmental Officer (ADO)	Division Director, Per Division	OGFM Deputy Director, Division Directors, Branch Chiefs, Team Leaders	Administrator/ Associate Administrator	No

²⁷ ARS International awards/actions are limited to AFM, FMAD, ADO's

Grants and Agreements (continued)

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?
31 USC 1535 7 USC 3318 7 USC 450a P&P 700.0.v.2 P&P 701.0.v.2	2. Interagency agreements (incoming/outgoing):					
	a. Negotiate and approve preliminary specifications/ work plan for agreements less than \$100,000.	Research Leaders/ NPL	Associate Administrator	OGFM Deputy Director, Division Directors, Branch Chiefs, Team Leaders	Division Directors	
	b. Negotiate and approve preliminary specifications/ work plan for agreements of \$100,000 or more.	Research Leaders/ NPL	Administrator	OGFM Deputy Director, Division Directors, Branch Chiefs, Team Leaders	Administrator	
	c. Sign formal agreements, including Forms 7600A/B Interagency Agreements	BSC: ADO and BFO HQ: Chief, Fiscal Services	Administrator (\$100,000 or more) Division Directors (less than \$100,000)	OGFM Financial Operations Officer/Certifying Officer	Associate Administrator	

Property Management

Reference	Activity	ARS Delegation	ERS Delegation	NIFA Delegation	NASS Delegation	Re-delegate ?	
AGPMR 104-50.102, 104-50.103, 104-50.104; REE Manual 221.1M	1. Personal Property:						
	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. ²⁸	HQ: AFM, APD Field: Area Property Management Office and Location Administrative Officers	ARS, AFM, APD	ARS, AFM, APD	ARS, AFM, APD	ARS, AFM, APD	No
	b. As APO's, sign forms SF-120, AD-107, AD-112, AD-873, REE-1. ²⁹	1 st Line Supervisors	Data Coordinators Director, AFS	1 st Line Supervisors	1 st Line Supervisors	No	

²⁸ APO's may designate property custodians to assist them as specified in REE Manual 221.1M, Property Management, Motor Vehicle, and Aircraft Management

²⁹ 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	NIFA Delegation	NASS Delegation	Re-delegate ?
P&P 245.1 Annual Appropriations (land purchase) P&P 165.0.v.2 241.2P&P 244.0 Federal Management Regulations	2. Real Property:					
	a. Purchase of Land	Administrator	n/a	n/a	n/a	No
	b. Long Term Lease for Land and/or Buildings (over 10 years)	RPMB,FD	n/a	n/a	n/a	No
	c. Short Term Lease for Land and/or Buildings below \$150,000 for the total contract award (10 years or less)	RPMB, FD	n/a	n/a	n/a	Yes, to Real Property Leasing Officers (RPLO)
	d. Real Property Buildings & Structures, Disposal (Fair Market Value (FMV) - over \$50,000 and all Land	General Services Administration (GSA)	n/a	n/a	n/a	No
	e. Real Property (Buildings & Structures only) Disposal with FMV- \$50,000 or less	RPMB, FD	n/a	n/a	n/a	Yes, RPLO
	f. Easements and Rights-of-Ways (FMV not to exceed \$50,000)	RPMB, FD	n/a	n/a	n/a	Yes, RPLO
	g. Revocable Permits (FMV not to exceed \$50,000)	RPMB, FD	n/a	n/a	n/a	Yes RPLO or Realty Specialist

Safety, Health, and Environmental Management

Reference	Activity	ARS Delegation	ERS Delegation	NIFA 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	Director Associate Directors Deputy Directors OD Directors Program Manager	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	NIFA Delegation	NASS Delegation	Re-delegate ?
41 CFR 102.73-15; P&P 245.1	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	USDA-OO	USDA-OO	USDA-OO	No
	3. Sign Occupancy Agreements for GSA-Signed Space outside of the Washington, D.C. Metropolitan Area.	RPMB, FD	USDA-OO	USDA-OO	NASS	No
	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	NIFA 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. ³⁰	HQ: Division Directors and APO for vehicle Field: Individual authorized to approve travel authorization and APO/PMO for vehicle	Division Director	Deputy Director OD Directors	Division Directors and APO for vehicle	No

³⁰ 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	NIFA Delegation	NASS Delegation	Re-delegate ?
29 CFR 1613; EEOC Mgt Directive 714; 5 CFR Part 720 Subpart B	1. Approve annual Affirmative Employment Plan Containing Agency goals; the Federal Equal Opportunity Recruitment Program plan; and the annual accomplishment report.	Administrator	Administrator	Director	Administrator	No
	2. Sign letter of purpose and final disposition and settlement agreements for complaints of discrimination.	Civil Right Director	Administrator	Associate Director	Administrator	No

Records Security

Reference	Activity	ARS Delegation	ERS Delegation	NIFA 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	Director, Associate Directors, Deputy Directors, OD Directors, Agency Records Officer (ARO) & REE Information Security	Division Directors 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	Director, Associate Directors, Deputy Directors, OD Directors REE Information Security	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

AFS – Administrative and Financial Services, ERS

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

CRS - Civil Rights Staff, ARS

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

FMAD - Financial Management & Agreements 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

NIFA – National Institute of Food and Agriculture

OCIO - Office of the Chief Information Officer, ARS

OE – USDA Office of Ethics

OGFM - Office of Grants and Financial Management, NIFA

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