

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

ADM P 5450.39D
November 16, 2011

GSA ORDER

SUBJECT: GSA Delegations of Authority Manual

1. Purpose. This order issues the revised GSA Delegations of Authority Manual.
2. Cancellations. The directives shown in Figure 1 are canceled.
3. Nature of revision. The Manual is revised to:
 - a. Update the procedures for processing changes to the Manual;
 - b. Incorporate authorities that were previously contained in the GSA directives listed in Figure 1, below;
 - c. Add new authorities, and
 - d. Show authorities based on GSA's executive leadership team and organizational structure.
4. Contents. The Manual contains the official approved GSA internal delegations of authority from the Administrator to Executives in the Administrator's Office, the Heads of Services and Staff Offices, and the Regional Administrators.
5. Redelegations of authority. The Executives in the Administrator's Office, the Heads of Services and Staff Offices, and the Regional Administrators must issue GSA Orders in the 5450 series to redelegate appropriate authorities as prescribed in Chapter 1 of this Manual. Those Orders must then be added to this Manual as a separate part of the appropriate chapter.

Martha N. Johnson
Administrator

ADM 5450.126	ADM 5450.134	ADM 5450.140	ADM 5450.145
ADM 5450.127	ADM 5450.135	ADM 5450.141	ADM 5450.146
ADM 5450.128	ADM 5450.137	ADM 5450.142	ADM 5450.147
ADM 5450.132	ADM 5450.138	ADM 5450.143	ADM 5450.150
ADM 5450.133	ADM 5450.139	ADM 5450.144	ADM 5450.151
ADM P 5450.39C and CHGES 1 thru 83			

Figure 1. GSA directives canceled by ADM P 5450.39D

Distribution: Electronic



DELEGATIONS OF AUTHORITY MANUAL

Completely Revised August 2011

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CHAPTER 1. GENERAL

PART 1. DELEGATION OF AUTHORITY SYSTEM

1. Scope. The GSA Delegations of Authority Manual contains official, approved GSA internal delegations of authority from the Administrator to Executives in the Office of the Administrator, to the Heads of Services and Staff Offices, and to the Regional Administrators.
2. Applicability. The provisions of this Manual apply to all organizational elements of GSA in the Central Office and Regional Offices. For purposes of this Manual:
 - a. Executives in the Office of the Administrator shall mean the Deputy Administrator, the Senior Counselor to the Administrator, and the Chief of Staff.
 - b. Heads of Services shall mean the Commissioner of the Public Buildings Service and the Commissioner of the Federal Acquisition Service.
 - c. Heads of Staff Offices shall mean the Chief Financial Officer; Chief Information Officer; Chief People Officer ; General Counsel; Inspector General; Chairperson, Civilian Board of Contract Appeals; Associate Administrator for Governmentwide Policy; Associate Administrator for Congressional and Intergovernmental Affairs; Associate Administrator for Citizen Services and Innovative Technologies; Associate Administrator for Communications and Marketing; Associate Administrator for Civil Rights; Associate Administrator for Small Business Utilization; Chief Emergency Response and Recovery Officer, and the Chief Administrative Services Officer.
 - d. GSA's Senior Procurement Executive is the Deputy Associate Administrator, Office of Governmentwide Policy .
3. Basic policy. It is the policy of the Administrator that, to the fullest extent practicable, authority to act will be delegated to officials having responsibility for the actual performance of operations.
4. Relationship to the GSA-wide Contracting Officer Warrant Program. This Manual delegates authorities for conducting certain contracting activities within the agency. While the Manual may delegate these authorities to specific positions, the exercise of those authorities by any given individual is subject to the requirements of the Contracting Officer Warrant Program (COWP). Under that program, no GSA official may obligate the Government under a contract, delivery order, purchase order, lease, or sale unless he or she has been designated as a contracting officer by the Administrator or GSA's Senior Procurement Executive, or has otherwise been exempted from COWP coverage.
5. Exercise of authority during absence or disability. Any officer or employee authorized and directed to act for an officer or employee delegated authority hereunder may exercise the authority of the absent or disabled officer or employee, subject to the limitations that may be imposed.
6. Delegation of authority system.
 - a. Authority of the Administrator. All authority lodged in GSA is vested in the Administrator of General Services except those authorities vested in the Civilian Board of Contract Appeals by the Contract Disputes Act, 41 U.S.C. 7101-7109, and to the Inspector General provided by the Inspector General Act of 1978, (5 U.S.C. App. 3), as amended. Nothing in this delegation is intended to limit those independent authorities. The Administrator is authorized to delegate and to authorize successive redelegation of any authority transferred to or vested in the Administrator by Title 40 U.S.C. – Federal Property and Administrative Services, to any official of GSA except (1) the authority to issue regulations on matters of policy having application to executive agencies; (2) the authority to regroup, transfer, and distribute functions within GSA; and (3) as otherwise provided in statute.

b. Delegation and redelegation. The Administrator has established specific organization channels for the delegation and redelegation of authorities within GSA. Through these channels, the Administrator delegates authorities directly to Executives in the Administrator's Office, to Heads of Services and Staff Offices, and to Regional Administrators. Each of these officials in turn redelegates authority down to the final point of exercise to officials reporting to them and, in the case of FAS and PBS to their respective Regional Commissioners, except where specifically precluded by the delegation from the Administrator, and each establishes such administrative limitation on the exercise of delegated authority as may be determined to be in the best interest of GSA.

c. Restrictions. Only Executives in the Administrator's Office, Heads of Services and Staff Offices, and Regional Administrators are authorized to redelegate authority. All delegations and redelegations of authority within GSA must be shown in this manual or in an appropriate internal directive in the 5450 series. Delegations relating to contracting may be further restricted under the GSA-wide Contracting Officer Warrant Program (COWP). Except for designations under the COWP, letter and informal communications shall not be used for the dissemination of permanent delegations of authority or limitations and restrictions thereto. However, this does not preclude managers from placing temporary administrative limitations on subordinates when directed by management judgment.

d. Exceptions. The Administrator may, on a case-by-case basis, authorize exceptions to b, above, and may authorize the Head of a Service or Staff Office to redelegate authorities directly to each other or to the Regional Administrators. Authorized exceptions are:

- (1) GSA's Commissioners are authorized to delegate technical and program authority for their respective services to the Regional Commissioners;
- (2) GSA's Deputy Associate Administrator/Senior Procurement Executive, is authorized to redelegate, within GSA, acquisition authorities; and
- (3) The Chief Financial Officer is authorized to redelegate financial management authorities pursuant to the Chief Financial Officers Act of 1990.

7. General provisions relating to all delegations of authority.

a. Observance of laws, regulations, program directions, and instructions. Any authority delegated to Executives in the Administrator's Office, to the Heads of Services and Staff Offices, and to the Regional Administrators must be exercised under such applicable laws and regulations and such program directives and instructions as are in effect on the date of the exercise of this authority. In the event of an emergency and their inability to communicate with the Administrator, Deputy Administrator, Senior Counselor, Chief of Staff or other Executives in the Administrator's Office, these officials are authorized, without prior approval of the Administrator, to take actions necessary for the safety and protection of persons and property under GSA control.

b. Discretion and judgment. Executives in the Administrator's Office, Heads of Services and Staff Offices, and Regional Administrators shall exercise discretion and judgment regarding specific transactions, coordinate with one another, as appropriate, on items that are sensitive or controversial, and refer to the Administrator for approval only those actions determined suitable for his or her consideration.

8. Delegations of authority directives and their contents.

a. GSA Delegations of Authority Manual (ADM P 5450.D). The Manual is organized as follows:

- (1) Ch. 1 describes the GSA delegation of authority system, clearance requirements and responsibilities, and distribution requirements.
- (2) Ch. 2 contains delegations of human capital and common authorities, from the Administrator to Executives in the Administrator's Office, the Heads of Services and Staff Offices, and the Regional Administrators.

- (3) Ch. 3 contains delegations of authorities from the Administrator to Executives in the Administrator's Office.
- (4) Chs. 4 thru 19 contains delegations of authorities from the Administrator to specific Heads of Services and Staff Offices. Some chapters are marked reserve due to changes in GSA's organization structure.
- (5) Ch. 20 contains delegations of authorities from the Administrator to the Regional Administrators.

b. GSA orders in the ADM 5450 series. These orders are issued by the Administrator to expeditiously announce revised delegations of authority to the Executives in the Administrator's Office, the Heads of Services and Staff Offices and the Regional Administrators. These orders must be incorporated into this Manual.

c. Redelegations of authority handbooks and orders. These directives are issued in the 5450 series by the Heads of Services and Staff Offices to redelegate the authorities in the Manual and other directives to program officials and by Regional Administrators to redelegate authorities to regional officials. These orders must be published as part of the appropriate chapter of this Manual.

PART 2. CLEARANCE REQUIREMENTS AND RESPONSIBILITIES

9. Changes to the GSA Delegations of Authority Manual and ADM 5450 orders.

a. Changes to this Manual are typically needed when there is a

- new Law
- change in rules/regulations/directive
- new Executive Order
- change in business process
- change in GSA organization structure
- change in GSA organization titles
- change in functions

b. Each organization in GSA is responsible for monitoring any changes as listed above, or otherwise needed, to ensure that appropriate delegations are put in place immediately after a change. The Office of Congressional Affairs can assist with changes due to new laws; the Office of the Chief People Officer can assist with changes needed as result of organizational changes in GSA. Changes to the Manual are developed by Executives in the Administrator's Office, Heads of Services or Staff Offices, or Regional Administrators, submitted to the Office of the Chief People Officer (OCPO), cleared by the Office of General Counsel (OGC), and issued by the Administrator.

c.. Each proposed change must consist of a transmittal letter and the proposed GSA order. The transmittal letter must contain sufficient information to evaluate the proposal, including a clear description of the proposed change, background for the change, and complete justification for the change.

d. The OCPO evaluates proposed delegations in conjunction with the Office of General Counsel for conformance with laws, regulations, instructions, organizational soundness, and agency policy and coordinates proposals with other Heads of Services and Staff Offices and Regional Administrators, as appropriate. In addition, all proposals involving procurement authorities are coordinated with GSA's Senior Procurement Executive, Office of Governmentwide Policy.

e. Upon completion of its review, OCPO forwards the proposed change to the Administrator, through the appropriate officials, and recommends its approval or disapproval.

10. Redelegations of authority handbooks or orders.

a. In the Central Office, these directives are developed and issued by the Heads of Services or Staff Offices and cleared with the appropriate Associate General Counsel and other interested program officials. Those directives must be published in this manual.

b. In the regions, these directives are developed and issued by the Regional Administrators and cleared with the Regional Counsel, other regional officials, and the appropriate Central Office Head of Service or Staff Office. Those directives must be published as parts in the Regional Administrators' Chapter of this manual.

PART 3. DISTRIBUTION REQUIREMENTS

11. Distribution of GSA orders transmitting changes to the GSA delegations of authority directives.

a. ADM 5450 orders and change orders transmitting delegations of authority issued by the Administrator are electronically posted in the GSA Directives database in GSA InSite. A copy of the order must be distributed to the Office of General Counsel (L). A notice will be posted in the GSA Update to announce changes.

b. Orders transmitting redelegations of authority issued by the Head of a Service or Staff Office or Regional Administrators are electronically posted in the GSA Directives database and announced in the GSA Update. With the exception of Delegations by the Inspector General, a copy of the notice and the redelegation must be distributed to the Office of General Counsel..

12. Publication in the Federal Register. Delegations of authority of interest to the public will be prepared in accordance with the instructions and guidance provided in the GSA Administrative Manual, ch. 1-11 (OAD P 5410.1), for publication in the Notices section of the Federal Register by the appropriate service or staff office. Determination of public interest will be made jointly by the service or staff office concerned and the Office of General Counsel. For Inspector General delegations, the determination will be made jointly by the Inspector General and the Office of Counsel to the Inspector General. The Head of the Central Office Service or Staff Office concerned must be furnished any delegation of authority that the Regional Administrator believes should be considered for publication in the Federal Register.

CHAPTER 2. HUMAN CAPITAL AND COMMON AUTHORITIES

PART 1. DELEGATION OF HUMAN CAPITAL AUTHORITIES FROM THE ADMINISTRATOR TO THE EXECUTIVES IN THE OFFICE OF THE ADMINISTRATOR, HEADS OF SERVICES AND STAFF OFFICES, AND REGIONAL ADMINISTRATORS

Scope of Delegations. The authorities delegated in this chapter to Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators apply only to their individual organization. The Regional Administrators will exercise human capital authorities for their immediate staff and for the Regional Commissioners. The Commissioners are responsible for delegating appropriate human capital authorities to the Regional Commissioners in their respective services. The Commissioners and the Regional Commissioners are responsible for collaborating with the Regional Administrator on all important human capital matters affecting their region.

The authority of the Inspector General to select, appoint, and employ such officers and employees of the Office of Inspector General is derived from Section 6 of the Inspector General Act of 1978, (5 U.S.C. App.3), as amended. As such, the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the Office of the Inspector General. Therefore, the following determinations do not limit the authority of the Inspector General, as granted by the Inspector General Act of 1978, as amended. Those delegations not covered by the authority granted by the Inspector General Act, such as those related to the Privacy Act and/or the Freedom of Information Act, remain applicable.

Human Resources policy in GSA is provided through various GSA Orders in the 6000 through 9900 series. These policies provide additional guidance on these and other authorities provided to GSA Officials.

<u>Authority</u>	<u>Delegated to</u>	<u>Limitations</u>
1. <u>Selection.</u>		
a. Make the final selection of candidates for positions or decide upon further personnel action; e.g., re-announcement.	Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators.	The selection of reemployed annuitants may not be redelegated. All actions to fill Regional Human Resources Officer positions, the Regional Counsels, and the Civil Rights positions in the Regions require collaboration with the applicable Regional Administrator and/or Regional Commissioners except for those positions in the Office of the Inspector General.
b. May approve the modification of selection procedures for excepted positions. (5 CFR 302.105)	Chief People Officer	

2. Details within GSA. Upon request of the office to which the employee is regularly assigned, approve or disapprove the detail of GSA employees within the agency for up to 120 days. These details may be extended. (5 U.S.C. 3341; 5 CFR 300.301)

Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators

1. Details of more than 120 days to higher grade positions or to positions with known promotion potential must be made under competitive promotion procedures.

2. Details beyond 30 days must be reported to the Chief People Officer.

3. Adverse actions and actions based on unsatisfactory performance.

a. Issue notices of proposed adverse actions to suspend, furlough without pay, reduce in grade or pay or, remove employees, and sign final letters of decisions on these actions. Issue notices proposing to remove or reduce in grade and sign final letters of decision based on unsatisfactory performance under 5 CFR Part 432.

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators

Proposal letters and decision letters require prior concurrence of the appropriate servicing human resources offices as to compliance of the letter within applicable regulations. This authority may be re-delegated only to officials in line of authority over affected employees. This does not include the authority to issue final letters to members of the Senior Executive Service (SES). Letters for members of the SES must be signed by the Administrator.

b. Take disciplinary action, as appropriate, not resulting in loss of pay, position, or benefits, involving members of the Senior Executive Service assigned to their organizations.

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators

Any action affecting members of the Senior Executive Service must be coordinated with the Chief People Officer except actions relating to employees of the Office of the Inspector General.

4. Grievances under the GSA Grievance Procedure. (Negotiated grievance procedures are as stated in the appropriate Negotiated Bargaining Agreements.)

a. Act as the deciding official on formal grievances concerning matters within their jurisdictions except when the subject of the grievance is a decision that was made or concurred in by them or an action that was taken by them. (HB, GSA Grievance Procedures (OAD P 9771.1A))

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators

b. Acts for the Administrator as the deciding official on grievances against Heads of Services and Staff Offices and Regional Administrators.

Deputy Administrator

May be redelegated to the Chief People Officer or other appropriate official

The authority to act as the deciding official on grievances against the Inspector General may not be redelegated.

5. Incentive awards.

General: Approval of awards is limited to employees within their jurisdiction (except the CPO).

a. Individual Performance Awards. Approves individual performance awards.

Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators

All individual performance awards require two levels of approval. Authority determined by terms of organizational award programs. IPAs are given one time each fiscal year and may not exceed the established percentages of employee's adjusted basic rate for the corresponding level rating of record as indicated in the GSA Associate Performance Recognition System (APRS), COP P 945.1.1

b. Quality Step Increase (QSI). Approves QSI awards.

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators

Supervisors may recommend an employee for a QSI in lieu of a monetary award for a Level 5 performance appraisal rating. All QSI's must be approved by the HSSO or RA. This

<p>c. <u>Organizational Performance Awards</u>. Approves organizational performance awards.</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators.</p>	<p>authority may not be re-delegated. Awards to the staff of the Inspector General are not covered by this delegation.</p>
<p>d. <u>Special Act Awards</u>. Approves special act awards.</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators</p>	<p>Authority determined by terms of organizational award programs. Awards over \$5,000 require the approval of the Administrator. Awards to the staff of the Inspector General are not covered by this delegation.</p> <p>All Special Act Awards require two levels of approval. The maximum aggregate for Special Act and Organizational Performance Awards in a fiscal year is no more than 4% of the employee's adjusted basic pay. Awards over \$5,000 require the approval of the Administrator except awards to the staff of the Inspector General.</p>
<p>e. <u>Honor Awards</u>. Submits recommendations for the Administrator's Distinguished Service Award, Administrator's Meritorious Service Award, and Administrator's Excellence in Performance Award</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators</p>	<p>A supervisor may recommend an employee for an award upon invitation for nominations by the OCPO. Recommendations must have concurrence from the HSSO or RA before submission to the Administrator for final approval.</p>
<p>f. <u>Exceptional Service Awards</u>. Grants Exceptional Service Awards.</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators</p>	<p>A supervisor may submit a nomination at any time to their HSSO or RA for endorsement of the Administrator's Exceptional Service Award. The</p>

submission must then be submitted to the Chief People Officer for concurrence, prior to the Administrator's approval. The Administrator's approval may not be re-delegated.

g. Other Awards - Non-monetary Recognition. Approves the following awards: Public Service Award, Commendable Service Award, Certificates of Performance Achievement, Official Letters of Recommendation, and Non-GSA Awards.

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators.

Recommendations should be in writing and forwarded through channels to the HSSO or Regional Administrator for approval and issuance.

6. Part-time employment.

a. Identify positions which can be staffed on a part-time basis. (5 U.S.C. § 3402(a)(1)(A))

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.

b. Grants exceptions to permit part-time employees to work regularly from 1 to 15 hours per week. (5 U.S.C. § 3402(a)(3))

Chief People Officer,
Inspector General

7. Pay Allowances and Differentials.

a. Grant cost-of-living allowances and living quarters allowances:

Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators

(1) Grants allowances and differentials for employees stationed in foreign areas (Department of State Standardized Regulations (DSSR) chs. 100, 200, and 500)

(2) Grants cost of living allowances for employees stationed in non-foreign areas (OPM regs. at 5 CFR 591, Subpart B)

b. Determine the eligibility of employees for advance payments, evacuation payments, and special evacuation allowances; approve waivers of recovery; and grant extensions for continuation of evacuation payments in accordance with 5 U.S.C. §§ 5521 thru

Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators

5527, DSSR Chapter 600; and 5 CFR 550.401 thru 407.

c. Determine whether to grant grade and/or pay retention to eligible employees under circumstances when it is not mandatory.

Chief People Officer,
Inspector General

Must be exercised in accordance with applicable laws and regulations and agency policy.

d. Certify in writing program necessity for using a special salary rate as a highest previous rate. (5 CFR 531.203)

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.

1. Must be exercised in accordance with applicable law and prescribed agency policy in the Pay Administration and Position Classification Handbook (OAD P 9550.1)

2. Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control, including a requirement for approval by an official not lower than the level of the Service's Controllers.

e. Authorize the payment of a supervisory differential to GS supervisors who provide direct technical supervision over one or more higher paid civilian employees where the positions of the subordinates are not under the General Schedule. (5 CFR 575.402)

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.

Must be exercised in accordance with applicable laws, regulations, and agency policy. Heads of services may establish additional criteria for the authorization of these payments out of the funds under their control, including a requirement for approval by an official not lower than the level of the Service's Controllers

f. When there is difficulty in obtaining employees to perform required personal services because of the restrictions in 5 U.S.C. § 5533(a) on pay for more than one position for more than 40 hours a week, may make an exception to the restriction upon a determination that the required

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.

Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control, including a

services cannot be readily obtained otherwise. The exception shall specify the position(s) to which it applies. (5 U.S.C. § 5533; 5 CFR 550.504)

g. Designates worksites within "normal" commuting patterns as remote and establishes allowance rates for each post of duty determined to be remote. (5 U.S.C. § 5942)

h. May approve the appointment of persons at pay rates above the minimum for the grades because of superior qualifications of the candidate, or to satisfy special needs of the agency for the candidates' services. (5 U.S.C. § 5333)

i. May approve a recruitment incentive to recruit highly qualified personnel with unusually high or unique qualifications, or to meet a special need of the agency for the employee's services. (5 U.S.C. § 5754)

Chief People Officer and the Inspector General

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators

requirement for approval by an official not lower than the level of the Service's Controllers.

Advanced in-hiring rates based on the candidate's current actual salary are subject to EX-I aggregate pay limitation. Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control, including a requirement for approval by an official not lower than the level of the Service's Controllers.

1. Requires the concurrence of the servicing Human Resources Officer. Requires the concurrence of a designated official to commit funds. Actions for members of the SES must be approved by the Administrator.

2. Approving authority must be at a higher level than the recommending official.

3. Incentives of \$10,000 or more in total or aggregate must be approved by the Chief People Officer (CPO). Incentives, in any

dollar amount that are to be given in combination or in addition to other initiatives (e.g. SQA) must be reviewed and approved by the CPO..

4. Incentives may not exceed 25 percent of basic pay multiplied by the number of years in the service period (not to exceed 4 years) and are subject to EX-1 aggregate pay limitation.

5. Incentives may not be authorized for any category not listed in 5 CFR 575.103 without the prior approval of the OPM.

6. The appointee must execute a written agreement to remain with GSA for a minimum of 12 months. (5 CFR 575.110)

7. Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control, including a requirement for approval by an official not lower than the level of the Service's Controllers.

j. May approve a retention incentive to retain a current agency employee with unusually high or unique qualifications, or to meet a

Executives in the Office of the Administrator,

1. Requires the concurrence of the servicing Human Resources Officer.

special need of the agency for the employee's services. (5 U.S.C. 5754)

Heads of Services and Staff Offices, and the Regional Administrators

Requires the concurrence of a designated official to commit funds. Actions for members of the SES must be approved by the Administrator.

2. Approving authority must be at a higher level than the recommending official.

3. Incentives of \$10,000 or more in total or aggregate, must be approved by the CPO. Incentives in any dollar amount that are to be given in combination or in addition to other initiatives (e.g., SQA) must be reviewed and approved by the CPO.

4. Incentives may not exceed 25 percent of basic pay multiplied by the number of years in the service period (not to exceed 4 years) and are subject to EX-1 aggregate pay limitation.

5. Incentives may not be authorized for any category not listed in 5 CFR 575.103 without the prior approval of OPM.

6. The appointee must execute a written agreement to remain with GSA for a minimum of 12 months. (5 CFR 575.110)

7. Heads of Services may establish

additional criteria for the authorization of these payments out of the funds under their control, including a requirement for approval by an official not lower than the level of the Service's Chief Financial Officer.

k. May approve a relocation incentive for an employee who must relocate to accept a mission critical or hard to fill position. (5 U.S.C. 5753 and 5 CFR 575 Subpart B)

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.

1. Requires the concurrence of the servicing Human Resources Officer. Requires the concurrence of a designated official to commit funds. Actions for members of the SES must be approved by the Administrator.

2. Incentives of \$10,000 or more in total or aggregate, must be approved by the Chief People Officer (CPO). Incentives, in any dollar amount that are to be given in combination or in addition to other initiatives (e.g., SQA) must be reviewed and approved by the CPO.

3. Incentives may not exceed 25 percent of basic pay multiplied by length of the service agreement, not to exceed 4 years. Total payment may not exceed 100% of annual pay at the beginning of the service period.

4. Incentives may not be authorized for any category not listed in 5 CFR 575.203

without the prior approval of the OPM.

5. HSSOs and RAs may establish additional organizational criteria, not to exceed GSA policy on the 3Rs (Recruitment, retention , and relocation).

<p>I. May approve a student loan repayment (SLR) or not more than \$10,000 annually or \$60,000 overall per employee under 5 U.S.C. 5379 and 5 CFR part 537.</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.</p>	<ol style="list-style-type: none">1. Requires the concurrence of the servicing Human Resources Officer. Requires the concurrence of a designated official to commit funds. Actions for members of the SES must be approved by the Administrator.2. To receive an SLR, an employee must execute a service agreement to remain with GSA for a minimum of 3 years.3. A written determination supporting either recruitment or retention need is required to meet the requirements of 5 CFR 537.105 and GSA policy.4. The renewal of a service agreement must be done prior to expiration of the existing service agreement.5. Heads of Services may establish
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additional criteria for the authorization of these payments out of the funds under their control, including a requirement for approval by an official not lower than the level of the Service's Chief Financial Officer.

8. Human capital accountability.

a. Conducts human resources evaluations and directs corrective action in cases of regulatory or legal noncompliance.

Chief People Officer and the Inspector General.

b. Provides binding advisory opinions on classification actions, post-audits, staffing actions, and directs corrective action.

Chief People Officer and the Inspector General

c. Talent Management system:

Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators

1. Develops the organization strategy to ensure the agency has quality employees with appropriate competencies in support of the Agency's mission and mission critical areas.

2. Ensures programs are in place to attract, acquire, promote and retain quality talent

3. Ensures programs are in place to address succession management for critical talent.

4. Ensures programs are in place to identify and assess skill, knowledge, and competency requirements and gaps.

5. Ensures programs are in place to close gaps and develop new competencies in all occupations used in the agency.

9 Time and leave.

a. Hours of duty.

(1) Adjust the opening and closing hours of the basic 8-hour workday in order to promote efficiency and further the interests of the Government:

Executives in the Office of the Administrator,

(a) In the Metropolitan Washington, DC area for both Central Office and regional employees.

Chief People Officer

This authority is limited to adjustments when neither the current nor the proposed hours of duty begin or end within either of the periods 6:30 to 9:30 a.m. or 3:00 to 6:00 p.m.; or adjustments affecting fewer than 50 employees.

(b) Within the regions, except for the Metropolitan Washington, DC area.

Regional Administrators

(c) In all locations for OIG employees.

Inspector General

(2) Establish flexible and/or compressed work schedules as appropriate for the organization in accordance with GSA time and leave policies.

Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators

1. This authority is limited by the provisions of negotiated agreements with labor organizations

2. Limitation does not apply to Inspector General

3. Supervisors of SES members have the authority to establish or to decline to establish a maxiflex schedule for individual SES employees in their chain of command and may terminate individual executives' maxiflex schedule at will. SES members' working on a maxiflex schedule may do so only on a

voluntary basis. .

b. Adjustment of working hours. Modify the working hours of individual employees when it is in GSA's interest when individual needs of employees can be accommodated for legitimate reasons and the work of the agency will not be impeded. (5 U.S.C. § 6122)

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators

Where the justification for modification of working hours is based on reasons of health of an employee or a member of the employee's family, it shall be supported by a physician's certificate. The modification of working hours in these instances will be of temporary duration and will have a specified termination date.

c. Overtime. Order or approve overtime duty.

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators.

Must be exercised in accordance with agency policy set forth in OAD P 6010.4.

d. Denial of leave because of public exigency. Determines that an exigency of the public business is of such importance the employees may not use annual leave to avoid its forfeiture under normal rules governing maximum accumulation. (5 CFR 630.305)

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators

Approval of the Administrator is required whenever the leave of the determining official or his or her immediate staff is affected. This authority may be re-delegated only to officials who report directly to the Chief People Officer, Head of a Service or Staff Office or to a Regional Administrator. Must be exercised in accordance with agency policy set forth in OAD P 6010.4

e. Excused absence. Determine whether to grant excused absence (administrative leave) for individual employees under appropriate circumstances and the appropriate amount of such leave.

Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators

Must be exercised in accordance with the limitations prescribed by agency policy (OAD P 6010.4 Ch-8) and applicable decisions of the Comptroller General of the United States or OPM.

<p>f. <u>Advance of sick leave.</u> Approve advanced sick leave up to 240 hours to employees in appropriate circumstances. (OAD P 6010.4)</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators</p>	<p>Must be exercised in accordance with OAD P 6010.4, Time and Leave Administration.</p>
<p>g. <u>Voluntary leave transfer program and Emergency Leave Transfer Program.</u></p>		
<p>(1) Approve or deny an application to be a leave recipient under the Voluntary Leave Transfer Program. (5 CFR 630.905)</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators</p>	<p>Must be exercised in accordance with agency policy set forth in OAD P 6010.4.</p>
<p>(2) Approve or deny an appeal from applicants denied approval to become leave recipients.</p>	<p>Chief People Officer and the Inspector General.</p>	
<p>(3) Approve or deny an application to be a leave recipient under the Emergency Leave Transfer Program. (5 CFR 630.1105)</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators.</p>	
<p>(4) Approve or deny an appeal from applicants denied approval to become leave recipients.</p>	<p>Chief People Officer and the Inspector General</p>	
<p>10. <u>Training.</u></p>		
<p>a. Approve their own training requests, as well as such requests for employees of their organizational units.</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.</p>	<p>Must be exercised in accordance with OAD P 9410.1, Employee Development and Training. Training of Non-career Heads of Services and Staff Offices and Regional Administrators must be coordinated with the Administrator's office</p>
<p>11. <u>Travel and transportation incident to employment.</u></p>		
<p>a. May approve the determination that a pre-employment interview is necessary and may pay for the travel and transportation expenses for such. (5 U.S.C. § 5706b)</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators</p>	<p>GSA travel regulations (PFM P 4290.1) and agency record keeping procedures must be followed.</p>
<p>b. May pay candidates for SES</p>	<p>Executives in the Office</p>	<p>GSA travel regulations</p>

positions travel expenses incurred incident to pre-employment interviews. (5 U.S.C. § 5752)

of the Administrator, Heads of Services and Staff Offices and Regional Administrators

(PFM P 4290.1) must be followed.

c. May pay the travel and transportation expenses of new appointees to any position. (5 U.S.C. § 5723(a))

Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators

GSA travel regulations (PFM P 4290.1) must be followed. The appointee must execute a written agreement to remain in Government service for 12 months after appointment or assignment. (5 U.S.C. 5723(b))

d. May approve permanent change of duty stations (PCS) allowances for last move home of SES career appointees upon retirement.

Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators

GSA travel regulations (PFM P 4290.1) must be followed.

12.. Privacy. Ensures that systems of records meet the requirements of the Privacy Act and GSA privacy security policies and procedures.

Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators

Limited to systems of records within their own jurisdiction. Chief Privacy Officer provides guidance to ensure GSA meets requirements.

13.. Delegation of authority. Issues redelegation of authority directives within their own jurisdiction.

Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators

14.. Organization management. Approves organizational changes at the division level and below within their own jurisdiction in accordance with ACM P 5440.1.

Executives in the Office of the Administrator, Heads of Services and Staff Offices

1. The following must be approved by the Administrator:

a. Establishment of any organization reporting directly to a Head of Service or Staff Office..

b. Transfer of any function or organizational entity (office, division, branch, staff, etc,) from one office to another office within a

Central office service
or staff office.

c. Transfer
of any function or
organizational entity
from one service, staff
office, or region to
another service, staff
office, or region.

d. Transfer
of any function or
organizational entity
from any Central
Office organizational
entity to any regional
organizational entity or
vice versa.

2. Concurrence of
the Chief People
Officer or designee is
required for all
organization changes
at all levels.

3. Concurrence of
the Chief Financial
Officer is necessary for
organizational
changes involving any
changes in sources of
funding.

PART 2. DELEGATION OF COMMON AUTHORITIES FROM THE ADMINISTRATOR TO EXECUTIVES
IN THE OFFICE OF THE ADMINISTRATOR, HEADS OF SERVICES AND STAFF OFFICES AND
REGIONAL ADMINISTRATORS

Nothing in this Chapter is intended to be in derogation of the authority given the Inspector General under the Inspector General Act of 1978, as amended. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General Act.

Delegated Authority

Limitations

1.. Official travel. (Authorities, limitations, and responsibilities relating to official travel are now contained in the HB, GSA Internal Travel Regulations and Control of Official Travel (PFM P 4290.1)).

2.. Reserved.

3. Equal Employment Opportunity Program. (Authorities and responsibilities relating to Civil Rights are now contained in the HB, Civil Rights (ADM P 2300.1A)).

4.. Use of commercial forms and procedures. Approve the use of commercial forms and procedures following a determination that it is more efficient and economical, for particular types of small shipments, to procure freight or express transportation services by use of commercial forms and procedures, rather than by use of regular Government bills of lading, subject to the limitations and administrative procedures set forth in Federal Management Relation (FMR) Chapter 102-118.260 (41 CFR Part 102-18, Subpart (C)).

5.. Directives.

a. Issue internal and external directives in their own names to cover their areas of assigned responsibility. These shall be consistent with the policy prescribed and instructions issued by the Administrator and shall have the same force and effect as those issued by the Administrator. (40 U.S.C. § 121(c)(2) and (d)(1))

Authority to issue regulations on matters of policy having application to executive agencies is not delegated, except as otherwise permitted by law.

b. Prepare initial regulatory flexibility analyses under 5 U.S.C. § 603; and act as agency head under 5 U.S.C. § 605(b) to certify that a proposed rule will not, if promulgated, have a significant economic impact on a substantial number of small entities.

6. Environmental considerations in decisionmaking. Ensures that the policies, regulations, and public laws of the United States are interpreted and administered in accordance with the policies set forth in Section 102 of the

Authority may be delegated to those officials with responsibility for issuing proposed rules

National Environmental Policy Act of 1969:

a. Use of a systematic, inter-disciplinary approach that will ensure the integrated use of the natural and social sciences and the environmental design arts in planning and in decisionmaking that may have an impact on the human environment. (42 U.S.C. § 4332(2)(A))

b. Develop methods and procedures that will ensure that environmental concerns, effects, and values are given appropriate consideration with economic and technical issues in decisionmaking. (42 U.S.C. § 4332(2)(B))

c. Prepare a detailed statement on recommendations on reports for legislative proposals and other major Federal actions that may significantly affect the quality of the human environment. Final signature authority may not be re delegated beyond the Regional Administrator level. (40 U.S.C. § 4332(2)(C))

Must be consistent with statute and Council on Environmental Quality (CEQ) regulation and guidance.

7. Use of alcoholic beverages in Federal buildings. Grants in writing for employees under their jurisdiction exemptions from FMR 41 CFR §102-74.405 which prohibits the use of alcoholic beverages on GSA-controlled property.

Regional Administrators may redelegate this authority to those officials with responsibility for management and operation of GSA-controlled property.

8... Signature authority for Congressional correspondence. Signs Congressional correspondence that concerns their programs.

The following types of Congressional correspondence shall be signed by the Administrator when:

1. The correspondence is addressed to the Administrator, unless delegated by the Administrator on a case-by-case basis.

2. The response cites significant new policies, practices, or procedures or deviates from prescribed major policies, practices, or procedures.

3. The response is to correspondence that includes obvious references to the Administrator's personal involvement in a transaction or the letter conveys a personal tone reflecting the prior personal involvement in the matter by the Administrator.

4. The reply is determined by the Heads of Services or Staff Offices or Regional Administrators to concern a matter of such importance or sensitivity that the correspondence should be signed by the Administrator.

5. The reply is to a correspondence in which a Member of Congress has expressed dissatisfaction with GSA's response to a previous letter on the same subject.

6. The Associate Administrator, OCIA, shall determine when one of the exceptions above apply unless the Congressional correspondence is to the Inspector General on specific matters before the Inspector General. In those instances, the Inspector General shall make the determination whether the Inspector General should sign in lieu of the Administrator

CHAPTER 3. OFFICE OF THE ADMINISTRATOR

PART 1. DEPUTY ADMINISTRATOR

Delegated Authority

Limitations

1. Specific authority.

a. The Deputy Administrator shall perform the functions designated by the Administrator by Subtitle 1, Title 40 of the United States Code and other applicable statutes and Executive Orders. The Deputy Administrator is Acting Administrator during the absence or disability of the Administrator.

This authority may not be redelegated

b. Freedom of Information:
Establishes systems and procedures to ensure timely coordination of and replies to initial FOIA requests (Freedom of Information Act, 5 U.S.C. § 552 (1994 and Supp. IV 1998))

c. Chief Operating Officer for GSA in accordance with the GPRA Modernization Act of 2010.

d. Emergency Response and Recovery.
Provides oversight and management control of program in accordance with GSA requirements.

2. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

3. Common authorities. (See Part 2, Chapter 2, of this Manual)

4.. Financial Management authorities. (See CFO P 5450.1)

PART 2. OFFICE OF THE CHIEF OF STAFF

Delegated Authority

1. Chief of Staff authorities. Serves, as directed, as the Administrator's representative for the Agency on all matters, duties, and responsibilities assigned by the Administrator.

2. Authorized to issue press releases, official communications, and speak on behalf of the Agency.

3. Reviews and approves all official statements and talking points of significant Agency policy.

4. Coordinates with White House, OMB, and other Departments and Agencies on official statements and discussions with reporters.

5. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

6. Common authorities. (See Part 2, Chapter 2, of this Manual)

7. Financial Management authorities. (See CFO P 5450.1)

Limitations

This authority may not be re-delegated unless specifically authorized by Administrator.

PART 3. SENIOR COUNSELOR TO THE ADMINISTRATOR

Delegated authority

1. Ensure implementation of agency policy on all programs, procedures, and activities particularly involving GSA's regional operations and GSA sustainability initiatives. Report to the Administrator on Regional functions and serves as primary liaison with Regions.
2. Implements Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management and Executive Order 13514, Federal Leadership in Environmental Energy and Economic Performance
3. Other responsibilities assigned by the Administrator
4. Human capital authorities. (See Part 1, Chapter 2, of this Manual)
5. Common authorities. (See Part 2, Chapter 2, of this Manual)
6. Financial Management authorities. (See CFO P 5450.1)

PART 4. CHIEF ACQUISITION OFFICER

<p>. The Chief Acquisition Officer for GSA (Services Acquisition Reform Act, 41 U.S.C. 414(a)(1) resides in the Office of Governmentwide Policy and reports to the Administrator on the progress made in improving acquisition management capability. 41 U.S.C. § 414(b)(7)(C).</p>

CHAPTER 4. FEDERAL ACQUISITION SERVICE (FAS)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR
TO THE COMMISSIONER, FAS

The Commissioner of the Federal Acquisition Service is responsible for delegating appropriate authorities to each FAS Regional Commissioner. Delegations should include program, technical and financial authorities. The Regional Administrator in each Region will have oversight over the FAS Regional Commissioner and FAS programs and projects. The Commissioner and Regional Commissioner are responsible for collaborating with the Regional Administrator on all important matters affecting their region.

Delegated Authority

Limitations

1. Procurement and contracting.

a. Procures and supplies personal property, personal and nonpersonal services for the use of executive agencies and performs functions related to procurement and supply including contracting, contract administration, inspection, storage, and issue; and provides these services on request, to the extent practicable, to other entities authorized by law. This includes the authority and responsibility for making determinations and decisions required by law, regulation, or agency directive, including but not limited to, the Federal Acquisition Regulation (FAR), the Federal Management Regulations (FMR), and the General Services Administration Acquisition Manual (GSAM) relating to the acquisition of property and services. (40 U.S.C. §§ 501(b) and 502(a) and (b); 40 U.S.C. §§ 11302 and 11314)

b. Acts as head of contracting activity and as such acts as agency head with authority and responsibility for making determinations and decisions required under Title III of the Federal Property and Administrative Services Act of 1949 or other statutes in connection with the acquisition of property and services. (41 U.S.C. § 259(a); 40 U.S.C. § 121)

c. Represents executive agencies in negotiations involving carriers and other public utilities providing telecommunications services. (40 U.S.C. § 501(c))

d. Delegates authority to executive agencies to represent executive agencies in proceedings involving telecommunications services before Federal and State regulatory bodies. (40

1. Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP). (GSAR 501.603)

2. Contracts for telecommunications may not exceed 10 years.

1. Authority to make the determination to omit the Audits and Records—Negotiation clause (FAR 52.215-2) from contracts with foreign contractors or subcontractors under 41 U.S.C. § 254(d) is not delegated.

2. Authority to redelegate responsibility for making determinations and decisions is permitted as set forth in the FAR and GSAM.

Concurrence of the Office of the General Counsel is required.

U.S.C. § 501(c) and 40 U.S.C. § 121(d))

e. Makes determinations and places orders with and accepts orders from other Government agencies for information technology, including telecommunications, and goods or services that those other agencies or Federal Acquisition Service may be in a position to supply or may be equipped to render, and makes necessary agreements in connection therewith. (40 U.S.C. §§ 501, 502, 11302 and 11314)

f. Executes certificates required in support of drawback entries under U.S. Customs Regulations, endorses export bills of lading, and executes certificates of exportation. (19 CFR 191.165)

g. Enters into and executes memoranda of understanding and agreements to facilitate interagency orders and reimbursements under applicable authorities for interagency transactions. This includes the authority and responsibility for making determinations and decisions required by law, regulation, or agency directives relating to the use of the agreement. (40 U.S.C. 501 and 502; 40 U.S.C. 11302; 40 U.S.C. 11314, 31 U.S.C. 1535)

Authority delegated for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)

h. Administers the Acquisition Services Fund (ASF). (40 U.S.C. 321)

i. Fixes prices payable by requisitioning agencies on purchases of property or services through the ASF. (40 U.S.C. 321(d))

j. Designates contractual services other than personal and professional services as nonpersonal services. (40 U.S.C. 102)

k. Operates and, after consultation with executive agencies affected, consolidates, operates and/or manages, or arranges for the operation by an executive agency of warehouses, supply centers, fuel yards, repair shops, and other similar facilities. (40 U.S.C. 501(d))

l. Determines excess property suitable for distribution through GSA supply centers. (40 U.S.C. 522(c))

m. Determines that the furniture requirements of federal agencies can reasonably be met by transferring excess furniture, including rehabilitated furniture. (40 U.S.C. § 528)

n. Determines the value of

inventories of personal property from time to time transferred to the Administrator by other executive agencies to the extent that payment is not made or credit allowed therefor. (40 U.S.C. 321(b))

o. Exercises the following authorities whenever it is determined that any such action would aid in the National defense, subject to the limitations specified in Pub. L. 85-804. (50 U.S.C. 1431-1435) (EO 10789 of November 14, 1958, as amended)

(1) Enters into contracts or into amendments or modifications of contracts heretofore or hereafter made, and makes advance, progress, and other payments thereon without regard to other provisions of law relating to the making, performance, amendment or modification of contracts, including authority to modify, amend, or settle claims under contracts heretofore or hereafter made.

Authority delegated for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)

(2) Approves advance, progress, and other payments upon such contracts and enters into agreements with contractors or obligors modifying or releasing accrued obligations of any sort, including accrued liquidated damages or liability under surety or other bonds.

Authority delegated for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)

p. 1. Places DO priority rated contracts and orders, identified by the symbol K-1, in support of the GSA supply system to acquire "items" (products and services) as defined in Section 700.8 of the DPAS (15 CFR 700.8) for programs approved for priorities and allocations support of the Secretaries of Defense, Energy, and Homeland Security. (Schedule 1 of 15 CFR 700)

2. Places DX priority rated contracts and orders in direct support of those Department of Defense (DOD) or Department of Energy (DOE) approved programs determined by the Secretary of Defense to be of the Highest National Emergency; provided that GSA is acting as the procuring agent for DOD or DOE and has received a DX rated order (procurement requisition) from either Department. In placing these DX rated orders, GSA must use the program identification symbol indicated on the procurement requisition which covers the DOD or DOE approved program.

q. Provides and operates public utility communications services for one or more governmental activities where it is found that these

services are economical and in the interest of the Government. (40 U.S.C. 3174)

r. Establishes rates to be charged user agencies for information technology activities, including telecommunications, supplied through the ASF. (40 U.S.C. 321; 40 U.S.C. 11302, 11314)

s. Manages the FTS2000 program and coordinates the follow-on programs with the advice of the heads of executive agencies. (40 U.S.C. 11313)

2. Supply Management. Maintains a uniform federal supply catalog system that identifies and classifies personal property and coordinates related activities with the Department of Defense. (40 U.S.C. 506(a)(1) and (2))

3. Product Testing. With the consent of producers or vendors, has tests conducted to determine whether articles or commodities tendered for sale or lease conform to prescribed specifications and standards or aid in the development of specifications and standards; determines that conducting the tests predominantly serves the interest of the producers or vendors and fixes fees in amounts that will recover all costs of conducting the tests; determines that conducting the tests does not predominantly serve the interest of the producers or vendors and fixes fees in amounts that are reasonable for furnishing the testing service; and charges such fees to the producers or vendors. (40 U.S.C. 313)

4. Standardization.

a. Prescribes standard purchase specifications. (40 U.S.C. 506(a)(1))

b. Approves or disapproves deviations from and exceptions to the mandatory use of Federal standards and Federal specifications. (40 U.S.C. 506)

c. Develops Governmentwide Federal Standardization Program policies. (40 U.S.C. 506)

5. Management and Disposal of Personal Property.

a. Prescribes appropriate terms and conditions for disposal of surplus personal property by GSA. (40 U.S.C. 543, 545)

b. Determines the fair value of excess personal property and provides for transfers of excess property among Federal agencies and to mixed- ownership Government corporations, the District of Columbia, and certain non-Federal agencies and with the approval of the Director of the Office of Management and Budget prescribes the extent of reimbursement for transfers of personal property. (40 U.S.C. 521, 522)

c. Approves or disapproves requests of holding agencies for the withdrawal of agency excess or surplus personal property. (40 U.S.C. 541, 549)

d. Authorizes abandonment, destruction, or donation of personal property to public bodies, and makes any determinations and findings incident thereto. (40 U.S.C. 527)

e. Directs agencies to delay or discontinue the disposal of any item of surplus personal property and determines that this action is in the interest of the Government. (40 U.S.C. 541)

f. Executes certificates of title covering the sale of surplus personal property, including motor vehicles and motorcycles. (40 U.S.C. 543)

g. Transfers surplus personal agricultural products to the Secretary of Agriculture. (40 U.S.C. 547)

h. Allocates and transfers surplus personal property to established State agencies for distribution through donation to public agencies, nonprofit educational and public health institutions; and State and local government agencies and nonprofit organizations or institutions which receive funds appropriate for certain programs for older individuals; and donates certain surplus personal property to the American National Red Cross. (40 U.S.C. 549, 551; 42 U.S.C. 3020d)

i. Transfers surplus personal property under the control of the Department of Defense to established State agencies for distribution through donation to educational activities which are of special interest to the armed services. (40 U.S.C. 549)

j. Utilizes, transfers, or disposes of abandoned and other unclaimed personal property on Government premises including the authority to make the determinations incident thereto. (40 U.S.C. 552)

k. Disposes of voluntarily abandoned or forfeited personal property (40 U.S.C. 1306)

l. Authorizes deviations from the Standard Form 114 series (Sale of Government Property-Bid and Award). (40 U.S.C. 506)

m. Sells exchange/sale items of personal property for and makes proceeds of sales available to Federal agencies. (40 U.S.C. 503)

n. Approves or disapproves making available to State surplus personal property distribution agencies for their use surplus personal property which has been approved for transfer to States for distribution through donation to public agencies and nonprofit education and public health activities, including certain programs for older individuals, subject to such conditions as may be imposed by the Administrator; exercises the authority of the Administrator to impose these conditions; and approves or disapproves the vesting in these State agencies of the title to this property. (40 U.S.C. 549; 42 U.S.C. 3020d)

o. Approves or disapproves disposal for public airport purposes of any surplus personal property to any State, political subdivision, municipality, or tax-supported institution upon appropriate determination of the Administrator of the Federal Aviation Administration, Department of Transportation, in accordance with sec. 13(g) of the Surplus Property Act of 1944. (40 U.S.C. 47151)

p. Makes treasure trove contracts and provisions for the preservation, sale, or collection of any property, or the proceeds thereof, which may have been wrecked, abandoned, or become derelict within the jurisdiction of the United States and which ought to come to the United States. (40 U.S.C. 1309)

Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)

q. Makes negotiated sales at fixed prices either directly or through the use of disposal contractors, of such categories of surplus personal property as the Administrator or designee determines. (40 U.S.C. 545)

This does not include the authority to make sales of surplus cabinet chairs to departing Cabinet members or their representatives. The Regional Administrator, Mid-Atlantic Region only, is authorized to make such sales.

r. Provides for the transfer to the Tennessee Valley Authority (TVA) for the use, possession, and control of personal property of the United States considered by the Commissioner, FAS, to be necessary and proper for the purposes of TVA as stated in the Tennessee Valley Authority Act of May 18, 1933. (Sec. 1(17) of EO 11609 of July 22, 1971) (16 U.S.C. 831)

s. Accepts or rejects on behalf of the Administrator the plan of operation of State agencies for surplus property and amendments thereto developed by State legislatures and certified by the chief executive officer of the State or, in the absence of a plan developed by the legislature, a temporary plan approved by the chief executive officer of the State. (40 U.S.C. 521(2))

t. Transfers excess personal property with or without reimbursement to Federal agencies and to organizations specified in sec. 109(f). (40 U.S.C. 521(2))

u. Determines, after consultation with the head of the executive agency concerned, that the return of foreign excess property to the United States for handling as excess or surplus is in the interest of the United States. (40 U.S.C. 702)

v. Transfers excess personal property with or without reimbursement to Federal agencies for use in connection with project grants in accordance with subsec. 202(d), and determines that excess personal property to be furnished under sec. 608 of the Foreign Assistance Act of 1961, as amended, for grant purposes is not needed for donation pursuant to 40 U.S.C. 549. (40 U.S.C. 525)

w. Exercises the authority of the Administrator to impose appropriate conditions on the donation of an item or items of surplus personal property which have characteristics that require special handling or use limitations. (40 U.S.C. 549)

x. Exercises the authority of the Administrator with respect to surplus personal property in the possession of a State agency to disapprove the transfer between State agencies or the abandonment or destruction thereof; to prescribe the terms, conditions, and manner of such other disposal of the property as is authorized by the Act; and to reimburse the State agency, from the proceeds of any sale of such property, for expenses relating to care and handling. (40 U.S.C. 549)

y. Enters into and administers cooperative agreements with State surplus personal property distribution agencies, or designates the head of any Federal agency to enter into cooperative agreements with these State agencies, for the utilization, with or without payment or reimbursement, of the property, facilities, personnel, and services of the State

agency, and for making available to the State agency, with or without payment or reimbursement, Federal property, facilities, personnel, or services. (40 U.S.C. 549)

z. Accepts and disposes of any gift of personal property made to the United States on the sole condition that it be sold and the proceeds used to reduce the public debt of the United States. (31 U.S.C. 3113)

aa. Approves or disapproves release of or modification to Federal restrictions placed on personal property donated; and abrogation of the terms and conditions placed on the transfer and donation of this property. (40 U.S.C. 549)

bb. Approves or disapproves the compromise, suspension, or termination of collection action on claims of the Government in amounts not exceeding \$100,000 (excluding interest) arising out of compliance actions relating to the failure to comply with the law and regulations governing the transfer, donation, utilization, or disposal of the personal property; or amounts due the Government as a result of abrogation actions; or such settlement agreements as are arrived at by the Department of Justice or United States Attorneys on cases which have been referred to the Department of Justice or United States Attorneys for collection action. (40 U.S.C. 549; 31 U.S.C. 3711)

1. The following statutory requirements may not be released, modified, or abrogated: (a) the requirement for a minimum of 1 year of use of any donated property for the eligible purpose for which it was donated and (b) required terms, conditions, reservations, and restrictions on the use of donated passenger motor vehicles and any items of other property having a unit Federal acquisition cost of \$5,000 or more, to be imposed by the State plan of operation accepted by GSA.

2. Coordination with the Office of General Counsel is required in cases involving types of donated property with special handling or use requirements or restrictions that may have been imposed because of another Federal agency's requirements or other Federal or State statutes.

3. Prior written concurrence of the Office of General Counsel is required where issues of environmental liability are presented, including the execution of any certifications, releases, or indemnifications or warranties regarding environmental liabilities or conditions.

4. Coordination with the Office of Governmentwide Policy is required in cases where the modified Federal restrictions involve deviations from 41 CFR 102-37.

Prior written concurrence of the Office of General Counsel is required in all cases.

cc. Determines personal property surplus. (40 U.S.C. 102, 541-543, 545)

dd. Screens, takes custody, transfers, donates, sells, or makes other disposition of foreign gifts and decorations. (5 U.S.C. 7342)

ee. Takes necessary action to enforce compliance by State agencies and donees with the Act, the implementing regulations, the terms and conditions contained in the transfer and distribution documents, and the provisions of the individual State's plan of operation as accepted by GSA. (40 U.S.C. 549)

ff. Maintains inventory control and accountability systems for GSA personal property under his or her control. (40 U.S.C. 524)

gg. Determines and reports inventory and personal property in excess of the needs of the stock program to the General Supplies and Services Portfolio for use, sale, disposal, or donation. (40 U.S.C. 524)

hh. Exchanges or sells similar items and applies the exchange allowances or proceeds of sale in whole or part payment for the personal property acquired. (40 U.S.C. 503)

ii. Accepts or rejects on behalf of the United States unconditional gifts of personal or other property in the aid of any project or function of the Federal Acquisition Service. (40 U.S.C. 3175)

jj. Reserved.

6. Transportation.

a. Negotiates on behalf of civilian executive agencies (including GSA) with individual carriers involving transportation services for the use of these agencies. (40 U.S.C. 501)

b. Negotiates on behalf of civilian executive agencies (including GSA) with carrier ratemaking associations involving transportation services for the use of these agencies. (40 U.S.C. 501)

c. Supports motor carrier temporary operating authority applications to provide intrastate or interstate services. (40 U.S.C. 501)

d. Places transportation carriers in temporary nonuse status. (FMR 102-117.295)

7. Fleet Management.

a. Determines that exclusive control of any GSA vehicle regularly used by GSA in the performance of investigative, law enforcement, or intelligence duties is essential to the effective performance of these duties. (40 U.S.C. 603)

b. Consolidates, takes over, acquires, or arranges for the operation by any executive agency of motor vehicles and related equipment and supplies for the establishment of Fleet Management Centers and systems, pursuant to determinations made by the Commissioner, FAS, and carries out the procedures established by the President for the taking effect of these determinations. (40 U.S.C. 602, 603)

c. Makes determinations to establish, maintain, and operate Fleet Management Centers or systems, and furnishes motor vehicle and related services to executive agencies, and carries out the procedures established by the President for the taking effect of these determinations. (40 U.S.C. 602, 603)

d. Determines whether motor vehicle and related services will be furnished through the use, under rental or other arrangements, of motor vehicles of private fleet operators, commercial companies, local or interstate common carriers, or Government-owned vehicles, or combinations thereof, and carries out the procedures established by the President for the taking effect of these determinations. (40 U.S.C. 602, 603)

e. Reassigns GSA Fleet motor vehicles and related equipment between Fleet Management Centers, as necessary. (40 U.S.C. 602)

f. Provides motor vehicle and related services to any Federal agency, mixed-ownership Government corporation (as defined in the Government Corporation Act), or the District of Columbia upon request. (40 U.S.C. 603)

g. Reimburses any Government corporation, or any revolving or trust fund authorized by law, by an amount equal to the fair market value of any motor vehicle or other related equipment or supplies taken over by GSA. (40 U.S.C. 604(a))

h. Determines the value of any motor vehicle, or other related equipment or supplies,

taken over when reimbursement is not required and when this value is to be added to the capital of the Acquisition Services Fund. (40 U.S. C. 604(b))

i. Provides for the furnishing, sale, and use of scrip, tokens, tickets, credit cards, and similar devices for the making of payment by using agencies for fleet management services. (40 U.S.C. 608)

j. Grants exemptions from motor vehicle identification requirements for GSA Fleet vehicles when conspicuous identification would interfere with the purpose for which vehicles are acquired and used. (40 U.S.C. 609)

k. Reports to the head of the employing agency, or designee, any violations involving the conversion of a GSA Fleet vehicle by a Government official or employee for personal use or the use of others. (40 U.S.C. 611)

l. Fixes prices payable by using agencies for motor vehicles and related services. (40 U.S.C. 605)

Prior approval of the GSA Chief Financial Officer is required.

m. Executes agreements on behalf of GSA with the Department of Energy for energy conservation matters relating to GSA Fleet vehicles and GSA Fleet vehicle usage test programs.

n. Develops and recommends to the Administrator regulation and policies concerning GSA Fleet. (40 U.S.C. 121(c))

o.p. Waives miles per gallon standards for GSA Fleet vehicle acquisitions.

p. Approves the use of GSA Fleet vehicles and related services by Government contractors performing other than cost-reimbursement contracts.

8. Travel and Transportation. Approves and issues bills of lading and shipping instructions, routing orders, and related documents covering transportation of Government property and personnel. (40 U.S.C. 501)

9. Customs Clearance. Prepares and files customs entries and other documents necessary to permit entry/exit of imported/exported material into and from the United States which is the property of or is moving for the account of the U.S. Government. (40 U.S.C. 601)

10. Emergency Preparedness. Plans for, and coordinates the provision of appropriate telecommunications services designed to meet the essential requirements of Federal civilian departments and agencies during an emergency within the framework of the National Communications System. (E.O. 12472 of April 3, 1984, and E.O. 12656 of November 18, 1988)

11. Major Disaster Assistance.

a. Plans for and provides personnel support, telecommunications facilities and equipment to the Federal Emergency Management Agency for the aid of Federal and State organizations, upon Presidential declaration of an emergency or major disaster, contained in: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (2007)(Stafford Act), Pub. L. No 109-295 (codified as amended at 42 U.S.C. §§ 5121-5207); the National Plan for Telecommunications Support in Non-Wartime Emergencies, January 1992; GSA/FEMA Memorandum of Agreement, June 18, 2007 ; and E.O. 12472, Assignment of National Security and Emergency Preparedness Telecommunication Functions, dated April 3, 1984, as amended by E. O. 13286, dated Feb. 28, 2003, and E. O. 13407, dated June 26, 2006.

b. Exercises the following authorities of the Administrator as prescribed by the Disaster Orders issued from time to time by the Federal Emergency Management Agency (FEMA) and exercises functions assigned to the Administrator in any major disaster pursuant to the Disaster Relief Act of 1974, (42 U.S.C. 5121 *et seq.*), and E.O. 12148, dated July 20, 1979.

(1) Uses or lends to State and local governments GSA equipment, supplies, facilities, personnel, and other resources (other than the extension of credit).

(2) Distributes or renders through State and local governments, the American National Red Cross, the Salvation Army, the Mennonite Disaster Service, and other relief and disaster assistance organizations, medicine, food and other consumable supplies, and other services and assistance to disaster victims.

(3) Enters into and executes memorandums of agreement relating to disasters with other agencies, as necessary, and with duly authorized representatives of FEMA to enable GSA

to appropriately assist in providing supplies and equipment for disaster relief.

(4) Carries out and fulfills all commitments properly made and obligations properly undertaken by virtue of these memorandums of agreement.

(5) Donates surplus equipment and supplies to any State for its use or distribution.

c. Performs delegated civil defense responsibilities and cooperates with FEMA and the Department of Defense pursuant to the Federal Civil Defense Act of 1950, as amended. (50 U.S.C. App. 2251-2297)

d. Provides GSA personnel, materials, and facilities to the Secretary of Defense during the period of any defense emergency for the aid of States and prepares civil emergency plans in consultation with the Department of Defense pursuant to the Federal Civil Defense Act of 1950, as amended; E.O. 11490 of October 22, 1969, as amended; and E.O. 12148 of July 20, 1979.

12. Legal Services Corporation. Exercises the authority of the Administrator to enter into agreements with appropriate officials of the Legal Services Corporation for GSA to furnish procurement and excess personal property support upon the same terms and conditions applying to executive agencies, unless additional terms and conditions are determined necessary by the Commissioner, FAS, or a designee. (42 U.S.C. 2996k; EO 11874 of July 25, 1975; and letter to the Administrator of General Services from the Director, OMB, August 1, 1975)

13. Transportation Audits.

a. Audits payments for transportation of persons or property for or on behalf of the United States by any carrier or forwarder. (31 U.S.C. 3726)

b. Examines, settles, and adjusts accounts involving payments for transportation and related services for the account of the United States. (31 U.S.C. 3726)

c. Adjudicates and settles claims by or against the United States arising from a transportation audit. (31 U.S.C. 3726)

d. Deducts the amount of any

overcharge by any carrier or forwarder from any amount subsequently found to be due this carrier or forwarder. (31 U.S.C. 3726)

e. Compromises, suspends, or terminates collection action on claims of the Government arising from a transportation audit in amounts not exceeding \$100,000 exclusive of interest (31 U.S.C. 3701-3719; 4 CFR Parts 103-105).

f. As appropriate, and in accordance with the provisions of 4 CFR 105, refers claims of the Government arising from a transportation audit to the Department of Justice for collection action. (31 U.S.C. 3726)

g. Makes final GSA disposition of appeals, protests, or requests for reconsideration on claims by or against the United States arising from a transportation audit. (31 U.S.C. 3726)

h. Implements the pre-emergency agreement between GSA and the Military Traffic Management Command (MTMC) dated August 6, 1981, for augmenting the MTMC traffic management capability with designated employees within GSA's - Transportation Audits organization.

14. United States Postal Service. Enters into agreements with the United States Postal Service (USPS) to provide personal property and personal and nonpersonal services to USPS or for USPS to provide such property and services to GSA. (39 U.S.C. 411, 2002(d))

15. Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), and other agreements. Enters into MOUs, interagency agreements, and other similar agreements for those activities for which the Commissioner has responsibility. This includes authority and responsibility for making determinations and decisions required by any law, regulation, or agency directive relating to the use of the agreement. (40 U.S.C. 501, 502, 101, 112, 504, 121, 303, 311(c) and (d); 31 U.S.C. 1535, 31 U.S.C. Chap. 65)

16. Human capital authorities. (See Part 1, Chapter 2 of this Manual)

17. Common authorities. (See Part 2, Chapter 2 of this manual)

18. Financial Management authorities. (See

OGC concurrence is required.

1. Claims up to \$500,000 must be sent to OGC for transmittal to Department of Justice Control Intake Facility.

2. Claims above \$500,000 must be sent to OGC for transmittal to Department of Justice.

Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)

CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE COMMISSIONER, FAS,
TO FAS OFFICIALS (RESERVED)

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CHAPTER 5. PUBLIC BUILDINGS SERVICE (PBS)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR
TO THE COMMISSIONER, PUBLIC BUILDINGS

The Commissioner of the Public Buildings Service is responsible for delegating appropriate authorities to each PBS Regional Commissioner. Delegations should include program, technical and financial authorities. The Regional Administrator in each Region will have oversight over the PBS Regional Commissioner and PBS programs and projects. The Commissioner and Regional Commissioner are responsible for collaborating with the Regional Administrator on all important matters affecting their region.

Delegated Authority

Limitations

1. Planning and Real Property Asset Management.

a. Makes continuing investigations and surveys of Government public buildings short term and long term needs. (40 U.S.C. § 3303)

b. Cooperates with all Federal agencies to keep informed of their needs, advises each agency of GSA's program with respect to such agency and may request the cooperation and assistance of each Federal agency. (40 U.S.C. § 3303)

c. Makes surveys of real and related personal property and property management practices. (40 U.S.C. § 506)

d. To the extent practicable, notifies the unit of local government exercising zoning and land-use jurisdiction over the land proposed to be purchased of the intent to acquire such land and the proposed use of the property. Otherwise, determines that this advance notice would have an adverse impact on the proposed purchase and proceeds with the acquisition. At the conclusion thereof, immediately notifies the local government of the acquisition and of the proposed use of the property. (40 U.S.C. § 903(a))

e. To the extent practicable, considers all objections made to the acquisition or change of use by local government upon the ground that the proposed acquisition or change of use would conflict with the zoning regulations or planning objectives of such unit; and complies with and conforms to these regulations of the local government and its planning and development objectives. (40 U.S.C. § 903(b))

f. Serves as GSA's Senior Real Property Officer (as defined in Executive Order

13327) and develops and implements an asset management planning process, and submits, through the Administrator, an initial asset management plan in accordance with Section 3(b) of E.O. 13327 to the Office of Management and Budget (OMB). (Sec. 3 of E.O. 13327 of Feb. 4, 2004, 69 F.R. 5897)

g. Responsible for monitoring GSA's real property assets so that they are managed consistent with: GSA's strategic plan, and the principles established by the Federal Real Property Council (FRPC), and reflected in GSA's asset management plans (including periodically appraising and evaluating the portfolio consistent with established performance measures). (Sec. 3(c) of E.O. 13327 of February 4, 2004, 69 F.R. 5897)

h. Annually provides to OMB and to the Administrator information that lists and describes the real property assets under GSA's jurisdiction, custody or control, and any other relevant information OMB or the Administrator may request for inclusion in the Government-wide listing of Federal real property assets and leased property. (Sec. 3(d) of E.O. 13327 of February 4, 2004, 69 F.R. 5897)

i. Represents GSA, as its Senior Real Property Officer, on the FRPC and works with the Administrator to establish performance measures for Federal real property management. (Sec. 4(a) of E.O. 13327 of February 4, 2004, 69 F.R. 5897)

j. Manages selected properties for another Federal agency at the request of that agency and with the consent of the Administrator, and delegates operational responsibility to another agency where the Administrator determines it will promote efficiency and economy and where the receiving agency has demonstrated the ability and willingness to assume such responsibilities. (40 U.S.C. § 582; 40 U.S.C. § 121(d) and (e); and Sec. 5(a) of E.O. 13327 of February 4, 2004, 69 F.R. 5897)

Approval of the Administrator is required before accepting managerial responsibilities for real properties of another agency or before delegating operational responsibility for GSA real property assets to other agencies.

k. Determines whether or not an individual repair and alterations delegation will promote efficiency and economy and delegates repair and alterations authority to Executive agencies for individual space alteration projects in public buildings. (40 U.S.C. §§ 3305(b) and 3314)

Limited to repair and alteration projects for which the estimated maximum cost does not exceed \$1,000,000.

l. Manages facilities, services and projects	
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in the GSA Headquarters Building	
m. Serves as the GSA Security Officer for the GSA Headquarters Building. Issues passports for official Government business	

2. Acquisition, utilization, and disposal of GSA real property.

a. Determines that GSA real property is excess, makes reassignments of GSA real property among GSA activities, and transfers custody and accountability of excess GSA real property to other Federal agencies. (40 U.S.C. §§ 102(3) (definition) 121

For determinations of excess real property that exceed 50,000 rentable square feet, prior approval of the Commissioner, PBS , or his or her designee, is required.

b. Requests withdrawal of excess or surplus real GSA property. (40 U.S.C. § 524(a)(2))

Approval of the Commissioner is required before withdrawal of GSA property exceeding 50,000 rentable square feet..

c. Enters into leases of Federal building sites and additions to sites, including improvements thereon, and specifies the terms and conditions determined necessary in the public interest. (40 U.S.C. § 581(d))

Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

d. Acquires by purchase, condemnation, exchange, or otherwise real property, or interests therein. (40 U.S.C. § 581(c), § 583 Title III of Pub. L. 91-646 (42 U.S.C. § 4651))

1. Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

2. The approval of the Commissioner is required when:

a. Buildings and sites are purchased under the Building Purchase Program;

b. Real property is to be exchanged, and

c. Real property is acquired by ground lease.

3. Prior approval of the Office of General Counsel is required for instruments to acquire real property (except space leases).

4. Consultation with the Federal Preservation Officer (FPO) is required for alteration or demolition of historic property.

5. Authority to execute a Declaration of Taking (40 U.S.C. § 3114) is limited to the Commissioner.

e. Utilizes a site, on which there is a building, for construction of a new public building by demolition of the existing building, or exchanges

1. The approval of the Administrator is required when real property is to be exchanged.

the building and site, for another site. (40 U.S.C. § 3305(a)(1))

f. Determines that a site acquired for the construction of a public building is not suitable for that purpose and exchanges the site for another. (40 U.S.C. § 3305(a)(2))

g. Makes the determination and secures agreements concerning the closing and vacating of streets and alleys in the District of Columbia. (40 U.S.C. § 3309)

h. Acquires space for GSA and other agencies by lease, assigns and reassigns space therein, and obtains, when appropriate, reimbursement or other charges therefore. This includes the authority and responsibility for making determinations and decisions required by law, regulations, or agency directive, including the General Services Administration Acquisition Manual (GSAM) and the Federal Acquisition Regulation (FAR) when referenced in the GSAM. (40 U.S.C. §§ 584-586; also Sec. 1 of Reorganization Plan No. 18 of 1950 (40 U.S.C. § 301 note); and 40 U.S.C. § 1303(e))

i. Grants easements in, over, or upon real property under the control of GSA for right-of-way or other purposes. (40 U.S.C. § 1314)

j. Enters into emergency leases during any period declared by the President to require emergency leasing as authorized in 40 U.S.C. § 3307(e).

k. Enters into leases of major pedestrian access levels and courtyards and rooftops of any public buildings with persons, firms, or organizations engaged in commercial, cultural, educational, or recreational activities. (40 U.S.C. § 581(h))

l. Enters into outleases and subleases of vacant excess/surplus space in the government-owned or leased inventory with non-Federal entities. (40 U.S.C. §§ 541-545(c) and § 585(b))

m. Provides relocation services and authorizes payments to persons and businesses displaced from real property by GSA programs and

2. Consultation with the FPO is required for alteration or demolition of Historic property.

1. The approval of the Administrator is required when real property is to be exchanged.

2. Consultation with the FOP is required when historic property is to be exchanged

Delegated to the Regional Commissioner, National Capital Region only.

Delegation of authority to acquire space by lease is subject to the Contracting Officer Warrant Program (GSAM 501-603).

1. Delegation of authority to grant easements is subject to the Contracting Officer Warrant Program (GSAM 501.603); and

2. Prior approval of the Office of General Counsel of any instrument to be used to grant easements in, over, or upon Government property.

Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

1. Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

2. Consultation with the FPO is required for leases of all or any portion of an historic building.

Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

1. For transfers or other disposals of surplus real property, or interests therein, which exceed 50,000 rentable square feet, prior approval of the

projects, establishes standards and makes determinations concerning allowances for relocation payments, provides replacement housing where required (including the transfer of Federal surplus real property to state agencies for such purpose), and reviews applications for relocation assistance submitted by aggrieved persons. (Title II of ,Pub. L. 91-646 (42 U.S.C. §§ 4621-4638))

n. Accepts or rejects on behalf of the United States unconditional gifts of real, personal, or other property in aid of any project or function , including authority to accept or reject on behalf of the United States testamentary gifts of real estate and interests therein, or other donations of land or interests therein for use as public buildings or public building sites, whether unconditional or not. (40 U.S.C. §§ § 581(c), 40 U.S.C. § 3304(a), (b) and (d); and under U.S. v. Burnison, 339 U.S. 87 (1950))

o. Reassigns and transfers GSA property to the United States Postal Service (USPS) and accepts and assigns property transfers of USPS property, including transfers of jurisdiction and exchanges of property. (39 U.S.C. §§ 411 and 2002(d),; and E.O. 11672 (3 CFR 715 (1971-1975 comp))

p. Acquires or transfers jurisdiction over all or parts of properties in the District of Columbia that are owned by the United States or by the District for purposes of administration and maintenance, and determines such terms and conditions necessary for such acquisitions or transfers, including prior to any such transfer or agreement seeking the recommendation of the National Capital Planning Commission, and reporting any such transfers and agreements to Congress. (40 U.S.C. § 8124); Act of March 1, 1929, 45 Stat. 1415 (D.C. ST § 10-111))

q. Acts as an agent for the United States when purchasing real property or related personal property of a debtor sold on execution by the United States. (31 U.S.C. § 3715)

r. Administers and disposes of any real property and related personal property assigned, set off, or conveyed to the United States in payment of debts, and has charge of all trusts created for the use of the United States in payment of debts due to the United States under 40 U.S.C. § 1301, and reconveys such property to the debtors from whom it was taken, or to their heirs or devisees. (40 U.S.C. § 1312)

Commissioner or his or her designee is required.

2. This authority is limited to Regions 1, 4, 7, 9, and NCR for transfer and disposal of property.

1. Approval of the Commissioner is required when real property is to be exchanged or transferred to the USPS.

2. This authority is limited to Regions 1, 4, 7, 9, and NCR for transfer and disposal of real property.

1. Approval of the Commissioner and Office of General Counsel required prior to any transfer of GSA property or GSA jurisdiction to the District.

3. Consultation with the FPO is required prior to any acquisition or transfer of historic property.

This authority is limited to Regions 1, 4, 7, 9 and NCR for transfer and disposal of real property.

s. Authorizes and executes operating lease arrangements on federally-owned land. (40 U.S.C. § 585(c) and OMB Circular A-11)

1. Concurrence of the Administrator and prior approval of the Commissioner is required.
2. Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

3. Management and operation.

a. Has jurisdiction, custody and control over, operates and maintains, assigns and reassigns space in, and furnishes space and services to Federal employees and other occupants of all courthouse(s), customhouses, appraiser's stores, border inspection facilities, barge offices, telecenters and other public buildings and Government-leased space, both inside and outside the District of Columbia, unless otherwise provided by law. (40 U.S.C. § § 581(a) and (g), 40 U.S.C. 582, § 584, § 587, and Reorganization Plan No. 18 of 1950 (at 40 U.S.C. § 301 note))

b. Obtains payments through advances or otherwise for services, space, quarters, maintenance, repair, or other facilities that are furnished on a reimbursable basis to any other Federal agency, any mixed-ownership Government corporation, or the District of Columbia, or non-Federal entities and credits these payments to the applicable appropriation (40 U.S.C. § 581(a) and (g) and §§ 582-583)

c. Approves payment of ground rent for buildings owned by the United States or occupied by Federal agencies, and approves payment of this rent in advance when it is required by law or when it is determined to be in the public interest. (40 U.S.C. §§ 581(c)(2) and 582)

d. Performs the care and handling of excess GSA real (and any related personal) property pending disposition (40 U.S.C. § 524)

e. Makes the required determinations in connection with the moving or supplying of furniture and furnishings to agencies moving between GSA-controlled locations. (40 U.S.C. § 588)

f. Assigns, reassigns, allots space in Government-owned and -leased buildings and makes the determinations required in connection therewith. (Sec. 1 of Reorganization Plan No. 18 of 1950, 40 U.S.C. § 301 note, and 40 U.S.C. §§ 584, 585, 3101 and 8165)

g. Exercises authority in connection

with the operation, maintenance, repair, improvement, and protection of Government-owned and - leased buildings. (Sec. 2 of Reorganization Plan No. 18 of 1950, 40 U.S.C. § 301 note, and 40 U.S.C. § 581, and §§ 582, 3101, and 8101)

h. At the request of any Federal agency, any mixed-ownership Government corporation, or the District of Columbia, operates, maintains, and protects any building owned by the United States or a wholly-owned or mixed-ownership Government corporation, and occupied by the agency or instrumentality making the request. (40 U.S.C. § 582(a), and Law enforcement and related security functions for Federal real property were transferred to the Secretary of the Department of Homeland Security by Pub. L. 107-296.) The transfer did not affect the Administrator's authority with respect to protection of public buildings and grounds under the custody and control of the Administrator (6 U.S.C. §232(a)).

i. Furnishes steam or water, or both, to other than Government-owned buildings as authorized by law and sets rates therefor. (40 U.S.C. § 8143)

j. Authorizes officials or employees of GSA who have been duly authorized to perform investigative functions, while engaged in the performance of their duties in conducting investigations, the power to administer oaths to any person. (40 U.S.C. § 121(h))

k. Purchases, repairs, and cleans uniforms for civilian employees at GSA. (40 U.S.C. § 581(b)(2))

l. Enters into agreements with appropriate officials of the Senate and the House of Representatives and the Architect of the Capitol with respect to methods of payment to be made for real property and related services rendered or furnished to the Senate, the House of Representatives, or the Architect of the Capitol. (40 U.S.C. § 113(d))

m. Provides disaster relief assistance as authorized by the President under the Robert T Stafford Disaster Relief and Assistance Act (42 U.S.C. Chap. 68), and performs other work in any major disaster on public or private lands essential for the preservation of life and property as otherwise authorized by law.

1. Any emergency repairs under 42 U.S.C. § 5171 in advance of the appropriation or transfer of funds is subject to the prior approval of the PBS Commissioner and the GSA Chief Financial Officer.

2. Delegation of emergency repair authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

n. Renders direct assistance to and performs special services for the Inaugural Committee during an inaugural period in connection with Presidential inaugural operations and functions, including employment of personal services without regard to the civil service and classification laws; provides Government-owned and - leased space for personnel and parking; pays overtime to custodial forces; erects and removes stands and platforms; provides and operates first-aid stations; provides furniture and equipment; and provides other incidental services at the discretion of the Administrator. (40 U.S.C. § 581(e))

o. Furnishes for each former President suitable office space appropriately furnished and equipped, as determined by the Administrator, at such place within the United States as the former President shall specify. (Act of August 25, 1958, 72 Stat. 838; 3 U.S.C. § 102 note)

p. Provides special services not included in the Rent on a reimbursable basis and these reimbursements may be credited to the Federal Buildings Fund. (40 U.S.C. §§ 581(a) and (g) and 592(b)(2))

q. Charges for furnished space, services, quarters, maintenance, repair, or other facilities (hereinafter referred to as space and services) at rates determined by the Commissioner from time to time and provided for in regulations issued by the Administrator. These rates and charges shall approximate commercial charges for comparable space and services. Regulations as issued shall be coordinated with OMB and the Director of OMB shall approve rates established by the Commissioner. (40 U.S.C. § 586) (The requirement that OMB approve GSA's Rent regulations was found in Sec. 7 of Pub. L. 92-313)

Any rates or charges for space and services that do not approximate commercial charges for comparable space and services, or that do not conform to established GSA pricing policy, must be approved in advance by the Administrator. The Commissioner may grant exemptions from charges under 3s, below.

r. Determines rates for services to be charged the occupants in those buildings for which GSA is responsible for alterations only. Rates charged for these services shall be fixed so as to recover only the approximate applicable cost incurred in providing these alterations. (40 U.S.C. § 586(b)(2))

s. Exempts anyone from the charges required for space and services or alterations to buildings if he or she determines that these charges would be infeasible or impractical and determines the extent to which this exemption would require an appropriation to GSA to reimburse the Federal Buildings Fund for loss of revenue.

Exemptions may be granted for full or partial charges in accordance with GSA Order PBS 7025.1 (July 1, 2002), or in accordance with succeeding GSA orders. (40 U.S.C. § 586(b)(3))

t. Approves rates for space and services charged by an Executive agency other than the G S A that provides space and services to anyone. Rates established by the Commissioner shall be approved by the Director of OMB. (40 U.S.C. § 586(c); OMB rate approval was required by Sec. 7 of Pub. L. 92-313)

u. Adjusts rates for individual buildings where the standard charges approved by OMB are substantially different from those charged by commercial companies. (Letter of March 22, 1974, from the Director of OMB to the Administrator). (40 U.S.C. § 586)

v. Takes possession of and utilizes, transfers or otherwise disposes of abandoned and other unclaimed property on premises owned or leased by the Federal Government, determines when title to the same is vested in the United States, and determines the fair value and the costs incident to the care and handling thereof. (40 U.S.C. § 552)

w. Issues permits and licenses, revocable at will, for the use of GSA lands and buildings, and makes the determination that the Government's interest will be served thereby. (22 Ops. Atty. Gen. 240)Also issues permits for occasional use of public building space for non-commercial purposes under 40 U.S.C. § 581(h)(2).

x. Enters into reciprocal agreements with any fire organization for mutual aid in furnishing fire protection to GSA properties; makes the required determinations; and renders emergency assistance in extinguishing fires and in preserving life and property from fire. (42 U.S.C. §§ 1856a and 1856(b))

y. Provides, directly or by contract, any employee stationed in the United States with quarters and facilities; makes the determinations of need; and fixes the rental rates therefore. (Act of August 20, 1964, Pub. L. 88-459 (78 Stat. 557)) (See also authority to provide quarters and other facilities under 40 U.S.C. § 581(g))

z. Assigns to a state or a territory or possession of the United States any part of the authority of the Federal Government to administer

Any rate or charges for space and services that do not approximate commercial charges for comparable space and services, or that do not conform to established GSA pricing policy, must be approved in advance by the Administrator. Only the Administrator and the Commissioner may grant exemptions from these charges.

This authority is limited to Regions 1, 4, 7, 9, and NCR for the transfer and exchange of real property.

Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

Approval of the Office of General Counsel required on any retrocession instrument

criminal laws and health and safety laws with respect to land or an interest in land, under the control of the Administrator and located in the State, Territory, or Possession.. (40 U.S.C. § 3311)

aa. Enters into cooperative agreements, memoranda of understanding, memoranda of agreement, or similar agreements on behalf of the General Services Administration, or any component or regional office thereof, with Federal and non-Federal entities, including other Federal agencies, wholly-owned and quasi-governmental corporations, State, local, and tribal governments, institutions of higher education, trade and professional associations, and non-profit organizations, including, but not limited to, agreements under: 40 U.S.C. §§ 101, 112, 113, 121, 303, 311(c) and (d), 501, 502, 504, and 581; 31 U.S.C. § 1535; 31 U.S.C. Chap. 65; 16 U.S.C. § 470m; 39 U.S.C. § 411, and 41 U.S.C. § 261.

bb.. Establishes child care centers in GSA controlled space, allots space to child care providers in Federal buildings, which space may be provided without charge for rent and services, and pays certain accreditation, training, travel and per diem and other costs of the child care facility or of representatives of the child care facility. (40 U.S.C. § 590)

1. Agreements that bind other GSA organizational or regional offices, or that attempt to modify GSA policy, regulations or pre-existing agreements, must be approved by the Administrator.

2. Agreements that commit or obligate GSA funds, personnel or resources are subject to the Contracting Officer Warrant Program (GSAM 501.603).

cc. Establishes procedures for locating missing children in buildings for which the Administrator is the "designated authority" under the Code Adam Act of 2003 (Subtitle D of Title III of Pub. L. 108-21).

dd. Provides support for the Office of the President-elect and Vice-President-elect under the Presidential Transition Act of 1963, as amended. (Pub. L. 88-277, 3 U.S.C. § 102 note)

ee. Under regulations the President may prescribe, shall (1) have charge of the public buildings and grounds of the Federal Government in the District of Columbia, except those buildings and grounds otherwise provided for by law, (2) have authority to decide when an individual is unlawfully occupying same, and (3) notify the United States Marshal to eject the trespasser from that property and to restore possession of the land to the officer with statutory custody of the land. (40 U.S.C. § 8101).

ff. Implements the terms and conditions of the Randolph-Sheppard Act regarding concessions and other activities in federally controlled space. (Pub. L. 74-732, as amended by Pub. L. 83-565 and Pub. L. 93-516; 20 U.S.C. § 107 *et seq.*; 34 CFR Part 395)

4. Design and construction services.

a. Employs, by contract or otherwise, the services of established architectural or engineering organizations, firms, or individuals and general contractors, construction management, and construction organizations, firms, or individuals. (40 U.S.C. §§ 1101-1104 and 1308>) Determines the estimated cost of construction for negotiating a design fee not in excess of 6 percent of such estimated cost. (41 U.S.C. § 254(b))

Subject to the Contracting Officer Warrant Program (GSAM 501.603).

b. At the request of any Federal agency, mixed-ownership Government corporation, or the District of Columbia, acquires lands for buildings and projects authorized by the Congress, makes surveys and soil analyses, prepares plans and specifications, and contracts for and supervises the construction, development, and equipping of these buildings or projects, and determines sums necessary to be transferred to GSA by that agency in advance for such purposes including payment of salaries and expenses for preparing plans and specifications and for field supervision. (40 U.S.C. § 583)

Contracts for construction, development, and equipping of buildings are subject to the Contracting Officer Warrant Program (GSAM 501.603).

c. Approves plans and specifications

for furniture for new buildings. (40 U.S.C. § 3104)

d. When permitted by an appropriation act or continuing resolution, makes determinations and authorizes increases in the cost of appropriation line item projects.

e. Makes determinations and authorizes increases in the estimated maximum cost of any project, as set forth in any approved prospectus, by an amount equal to the percentage increase, if any, in construction or alteration costs, but in no event exceeding ten percent (10%) of the estimated cost. (40 U.S.C. § 3307)

f. Submits to the Congress reports on uncompleted public building projects, as requested. (40 U.S.C. § 3315(a))

g. Makes all determinations concerning complying, to the maximum extent feasible, with one of the nationally recognized model buildings codes and with other applicable latest edition of the nationally-recognized codes for buildings being constructed or altered by GSA. (40 U.S.C. § 3312(b))

h. Makes all determinations during the alteration or construction of buildings concerning the consideration of State and local zoning laws and laws relating to landscaping, open space, set backs, height limitations, historic preservation, and esthetic qualities of a building and other similar laws, including those related to the impact on the environment. (40 U.S.C. § 3312(c))

i. In preparing plans for constructing or altering a building, consults with appropriate officials of the State or political subdivision of the State, or both, in which the building will be located, and receives recommendations made by such appropriate officials. Consults with and considers related recommendations made by State and local government officials. (40 U.S.C. § 3312(d))

j. Makes all determinations concerning waiving or modifying accessibility standards issued under 42 U.S.C. §4152 for the design, construction and alteration of buildings. (42 U.S.C. § 4156)

Consultation with Federal Preservation Officer is required for projects involving historic properties.

Consultation with the Federal Preservation Officer (FPO) is required for projects involving historic properties.

Consultation with the FPO is required for projects involving historic properties.

May be redelegated only within PBS, Central Office. Consultation with F P O is required for projects involving historic properties.

k. As necessary and appropriate, establishes design, construction and engineering standards, guidelines, and policies for buildings being constructed or altered by GSA.	

5. Procurement and contracting.

a. Acts as head of contracting activity (HCA) as defined in 48 CFR 501.101 and GSAM 502.101 (APD 2800.12B) with authority and responsibility for making determinations and decisions required under Title III of the Federal Property and Administrative Services Act of 1949, as amended, or other statutes and Federal regulations in connection with the acquisition of interests (including leaseholds) in real and related personal property, and services, including design and construction. (41 U.S.C. § 252, 257, 259(a)); and 41 U.S.C. § 261; 40 U.S.C. §§ 1101-1104)

b. Makes purchases and contracts for property and services (including construction) for use by Executive agencies and for use in carrying out its responsibilities as described in organizational/ functional statements. (41 U.S.C. §§ 252, and 501) This includes the authority and responsibility for making determinations and decisions required by law, regulation, or agency directive, including, the FAR and the GSAM relating to the acquisition of property and services. (41 U.S.C §§ 251, § 261; and 40 U.S.C. §§ 501 and 581) This authority includes, authority to enter into multiyear contracts (not to exceed 5 years) for property and services under 41 U.S.C. § 254c; contracts for severable services that cross fiscal years under 41 U.S.C. § 253l; single-award and multi-award task or delivery order contracts under 41 U.S.C. §§ 253(b), 253k, 253h, 253j, and 253(b); task order contracts for advisory and assistance services under 41 U.S.C. § 253i; and contracts for expert services for use in litigation or disputes under 41 U.S.C. § 253(c)(3)(C).

c. Enters into contracts for periods not exceeding 5 years for the inspection, maintenance, and repair of fixed equipment in buildings that are federally owned. (40 U.S.C. §581(c)(6))

d. Exercises authority relating to conducting tests, making charges, and fixing fees therefore. (40 U.S.C. § 313)

e. Exercises the following authorities whenever it is determined that any such action would aid in the National defense, subject to the limitations specified in Pub. L 85-804, as amended.

1. Authority to make the determination that it is in the public interest to use other than full and open competition under 41 U.S.C. § 253(c)(7) is not delegated.

2. Authority to make determinations to use Alternate III of Audits and Records—Negotiation, 52.215-1, thus waiving Comptroller General examination of records of contracts with foreign contractors and subcontractors under 41 U.S.C. 254d(c) is not delegated.

3. Authority to redelegate responsibility for making determinations and decisions is permitted as set forth by the FAR and, with respect to real property leases, as set forth in the GSAM.

1. Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (GSAM 501.603).

2. Selection of experts for use in litigation or in connection with disputes under the authority of 41 U.S.C. § 253(c)(3)(C) shall be made by the Office of General Counsel .

Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

1. Authority only effective during a declared national emergency and for six months after termination thereof. (50 U.S.C. § 1435)

(50 U.S.C. §§ 1431-1433 and § 1435) and E.O. 10789 of November 14, 1958, as amended, at 50 U.S.C. § 1431 note)

(1) Enters into contracts or amendments or modifications of contracts heretofore or hereafter made, and makes advance, progress, and other payments thereon without regard to other provisions of law relating to the making, performance, amendment, or modification of contracts, including authority to modify, amend, or settle claims under contracts heretofore or hereafter made.

(2) Approves advance, progress, and other payments upon such contracts and enters into agreements with contractors or obligators modifying or releasing accrued obligations of any sort, including accrued liquidated damages or liability under surety or other bonds.

f. Makes determinations and places orders with any other department, establishment, bureau, or office for materials, supplies, equipment, work, or services, and makes agreements regarding cost adjustments in connection therewith; and furnishes services in the continental United States to international bodies on the basis of full reimbursement at the request of the Secretary of State. (31 U.S.C. § 1535; 41 U.S.C. § 261(b); and 40 U.S.C. § 3176)

6. Public utilities (excluding telecommunications).

a. Enters into contracts on behalf of agencies and, to the extent authorized, on behalf of the Department of Defense, with public utilities firms involving public utilities services for the use of these agencies (40 U.S.C. § 501(a) and (b)(1)); and prescribes policies and methods of procurements for executive agencies regarding the procurement of public utility services, which policies and methods shall be subject to regulations prescribed by the Administrator of the Office of Federal Procurement Policy. (40 U.S.C. § 501(b)(2) and 41 U.S.C. § 401 *et seq.*)

b. Enters into contracts for public utility services (excluding telecommunications) and connection charges for periods not to exceed 10 years on behalf of civilian Executive agencies and,

2. Authority to obligate the United States in excess of \$50,000 subject to approval by head or deputy head of contracting activity.

3. Authority to obligate United States in any amount in excess of \$25,000,000 is subject to Congressional notification provisions and has not been delegated.

Delegation of Authority is subject to the Contracting Officer Warrant Program (GSAM 501.603) and, with respect to settling claims or modifying contracts that are the subject of litigation, the concurrence of the General Counsel

Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603) and, with respect to modifying contracts or obligations that are the subject of litigation, the concurrence of the General Counsel.

Delegation of authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).

Delegation of authority to enter into public utility contracts is subject to the Contracting Officer Warrant Program (GSAM 501-603).

Delegation of authority to enter into public utility contracts is subject to the Contracting Officer Warrant Program (GSAM 501.603).

to the extent authorized, on behalf of the Department of Defense. (40 U.S.C. § 501(b)(1)(B))

c. Delegates authority to Federal agencies to enter into contracts for public utilities services and connection charges not to exceed 10 years. (40 U.S.C. § 121(d) and 501;

Authority may not be re-delegated.

d. Makes determinations to intervene to permit representation of executive agencies in proceedings involving public utility services before Federal and State regulatory bodies. (40 U.S.C. § 501(c)(2))

Concurrence of the appropriate Associate General Counsel is required.

e. Delegates authority to Executive agencies to represent Executive agencies in proceedings involving public utility services before Federal and State regulatory bodies. (40 U.S.C. § 121(d) and 501(b) and (c)

1. Concurrence of the appropriate Associate General Counsel is required.

2. Authority may not be re-delegated.

7. Environmental considerations in decision-making.

a. Lead environmental service. Serves as head of the lead environmental service and develops and implements GSA environmental policy and reconciles any differences concerning the need for additional information or revision that may arise between program officials and other reviewing offices. (42 U.S.C. § 4332(2)(c) and various environmental Executive Orders set out at 42 U.S.C. § 4321 including, E.O. 11472; E.O. 12088; E.O. 12898; and E.O. 13423)

Compliance, reporting, and policymaking responsibilities must be approved by the Designated Agency Environmental Executive (EO 13101) or other designated senior agency officials (EO 13123)

b. Actions in or affecting flood plains or wetlands. Determines whether actions in or affecting flood plains or wetlands are the only practicable alternatives and approves such actions when the actions affect GSA programs - (42 U.S.C. § 4000, *et seq.*; 42 U.S.C. § 4321, *et seq.*; Pub. L. 93-235, 87 Stat. 975; E.O. 11988; and E.O. 11990)

c. National Environmental Policy Act of 1969, as amended. Determines whether a proposed major Federal action (undertaking) by PBS significantly affects the quality of the natural and physical environment and the relationship of people to that environment. (42 U.S.C. § 4331, *et seq.*; E.O. 11514).

d. Energy conservation. Acts as the designated principal energy conservation officer, and is principally responsible for planning and implementing GSA's energy conservation program and for coordinating with the Department of Energy on energy matters. (42 U.S.C. § 7266)

All energy conservation authorities delegated under this section are limited to PBS or real property related energy conservation program or projects. To the extent any compliance, reporting, or conservation policy functions or responsibilities affect non-PBS matters, those authorities, programs, reports, or policies must be approved by

e. Use of energy efficient lighting fixtures and bulbs. Equip. to the maximum extent feasible, each public constructed, altered or acquired with lighting fixtures and bulbs that are energy efficient. (40 U.S.C. §3313)

the Administrator's designee.

8. Historic Preservation.

a. National Historic Preservation Act of 1966, as amended, Section 106. Takes into account the effect of "undertakings" contemplated by GSA on properties included or eligible to be included in the National Register of Historic Places, and requests comments from the Advisory Council on Historic Preservation. (16 U.S.C. § 470f).

Consultation with the FPO is required.

b. National Historic Preservation Act of 1966, as amended, Section 111. Makes all determinations and takes any reasonable and necessary actions with respect to the adaptive use of historic properties by entering into leases, exchanges or management contracts under section 111 in compliance with other applicable laws, including section 106 of the National Historic Preservation Act of 1966, as amended. (16 U.S.C. § 470h-3)

1. Any redelegation of leasing or contracting authority is subject to the Contracting Officer Warrant Program (GSAM 501.603).
2. Approval of the Administrator is required for all real property exchanges.
3. Consultation with the FPO required

c. Fine Arts Program. Provides for the safety, accessibility, preservation, and appropriate use of fine arts assets.

The Regional Fine Arts Officer (RFAO) should be notified of any project, modification to interior or exterior surroundings, construction, potential building disposal, or other environmental changes that will impact artwork in the Fine Arts Collection, including Art-in-Architecture installations.

9. Occupational Safety and Health Act (OSHA).

a. Acts as the Designated Agency Safety and Health Official. (E.O. 12196, as amended) (29 CFR §§1960.6 and 1960.7)

b. Assists the Administrator in establishing:

(1) An agency wide occupational safety and health policy and program to carry out the provisions of section 19 of the Occupational Safety and Health Act, E.O. 12196 and 29 CFR Part 1960 (29 CFR 1960.6(b)(1));

(2) An organization, including provision for the designation of safety and health officials at appropriate levels with adequate budgets and staffs to implement the occupational

safety and health program at all operational levels (29 CFR § 1960.6(b)(2));

(3) A set of procedures that ensures effective implementation of the agency policy and program as required by section 19 of the Occupational Safety and Health Act, EO 12196, and the program elements of 29 CFR Part 1960 (29 CFR 1960.6(b)(3));

(4) Goals and objectives for reducing and eliminating occupational accidents, injuries, and illnesses (29 CFR § 1960.6(b)(4));

(5) Plans and procedures for evaluating the agency's Occupational health and safety program effectiveness at all operational levels (29 CFR § 1960.6(b)(5)); and

(6) Establishing priorities with respect to the factors that cause occupational accidents, injuries, and illnesses in the agency's workplaces so that appropriate corrective actions can be taken. (29 CFR §1960.6(b)(6))

10. Management and disposal of real property.

a. Management and Disposal actions, generally, under 40 U.S.C. Subtitle I- Federal Property and Administrative Services, Chapter 5. (40 U.S.C. §521 *et seq.*)

(1) Concurr or withholds concurrence in the determinations made by the Secretary of the Interior that lands or portions of lands previously withdrawn or reserved from the public domain are not suitable for return to the public domain. (40 U.S.C. § 102(9))

(2) Authorizes transfers of excess real property among Federal agencies, mixed-ownership Government corporations, the District of Columbia, and certain non-Federal agencies, and, with the approval of the Director of OMB, prescribes the extent of reimbursement for transfer of property to a requesting agency with reimbursement less than one hundred percent(100%) of the transferred property's estimated fair market value. (40 U.S.C. § 521 and § 522).

Prior concurrence of the Administrator is required when it is proposed to transfer property to a requesting agency with reimbursement less than one hundred percent (100%)of the estimated fair market value of the property requested.

(3) Transfers excess real property to other Federal agencies. (40 U.S.C. § 524(b)(2))

(4) Obtains excess real property from other agencies. (40 U.S.C. §

524(b)(3))

(5) Determines the fair value of excess real property. (40 U.S.C. § 522)

(6) Approves or disapproves requests by holding agencies for the withdrawal of agency excess or surplus real property. (40 U.S.C. § 521, § 541 and § 543)

(7) Authorizes abandonment, destruction, or donation of real property to public bodies, and makes any determinations and findings incident thereto. (40 U.S.C. § 527)

(8) Determines Federal real property surplus. (40 U.S.C. § 102(10))

(9) Directs Federal agencies to delay or discontinue the disposal of surplus real property when in the interest of the Government. (40 U.S.C. §§ 541-543))

(10) Disposes of surplus real property. (40 U.S.C. §§ 541, 543, 545, 550, 553, and 554, and Secs. 13(d), (g) of the Surplus Property Act of 1944, as amended (49 U.S.C. §§ 47151-47153)

1. This authority is limited to Regions 1, 4, 7, 9, and NCR.

2. Prior concurrence of the Commissioner is required when proposed disposals are determined to be controversial, sensitive, or have unusual economic significance.

3. Prior concurrence of the Commissioner is required under the following conditions:

(a) When the disposal of surplus property is a negotiated sale requiring an explanatory statement to Congress.

(b) When surplus real and related personal property is disposed of by exchange.

(c) When an exchange of any Federal real property for non-Federal real property is proposed.

(d) When a transfer is recommended under section 218 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

4. Surplus real property disposal actions are subject to the "Disposal" Warrant Program (GSAM 501.603); specifically, regulations governing disposal warrants.

(11) Performs or provides for the performance of the care and handling of

surplus real property. (40 U.S.C. § 542)

(12) Grants credit and takes security in connection with any authorized disposal of surplus real property for sale. (40 U.S.C. § 543)

(13) Prescribes appropriate policies, terms and conditions for disposals by sales of surplus real property by GSA. (40 U.S.C. §§ 521 and 5 543)

(14) Disapproves, or notifies sponsoring Federal agencies within 30 days that GSA will not object to, actions proposed to be taken by such agency to reform, correct, or amend real property instruments of transfer, conveyance or transfer , and to enforce compliance with, or to grant release from, terms and conditions thereto. (40 U.S.C. § 550 and, generally, 40 U.S.C. § 521, § 524(a)(5), § 526 and § 541)

(15) Temporarily assigns or reassigns space in excess real property for office, storage, or related facilities, and for other purposes to Federal agencies, if the assignee delegatee determines that the temporary assignment is more advantageous than permanent transfer. (40 U.S.C. § 526)

(16) Disapproves, or notifies executive agencies that GSA will not object to, holding agencies granting rights for interim use and occupancy of surplus real property. (40 U.S.C. §§ 541- 543)

(17) Assigns, or disapproves requests for assignments of, surplus real property and related personal property to the Secretary of Education for disposal for school, classroom, or other educational use, or to the Secretary of Health and Human Services for use in the protection of public health, including research and to assist the homeless under the McKinney-Vento Homeless Assistance Act. (40 U.S.C. § 550(c) and (d))

(18) Disposes of the unexpired portion of leased space that is

1. Prior concurrence of the Commissioner is required where the credit terms of payment for sale of real property do not meet the standards provided in the Federal Management Regulations (FMR), 41 CFR 102-75.295,Credit Disposals.

2. The Federal Credit Reform Act of 1990 and OMB Circular A-11, Part 85, require certain credit sales to be reflected in the President's Budget. Therefore, disposals involving credit terms or discounted interest rates must be approved in advance by the Office of the Chief Financial Officer.

Prior concurrence of the Commissioner is required when there is a recommendation to disapprove requests for assignment.

determined surplus, and deposits rental proceeds into the Federal Buildings Fund to defray costs and to pay the rent due on the leased space. (40 U.S.C. § 585(b))

(19) Obligates amounts from the proceeds of disposition of surplus real property and related personal property, within limitations set by the Director of OMB, for expenses to be incurred for utilization of excess property and the disposal of surplus real and related personal property for fees of appraisers, auctioneers, and realty brokers, for costs of environmental and historic preservation services, and for advertising and surveying including the highest and best use of property studies, utilization of property studies, deed compliance inspections, and the expenses incurred in relocating property occupants. (40 U.S.C. § 572)

(20) Administers and manages deferred payment sales (i.e., credit sales) or leases and permits on credit terms. (40 U.S.C. § 574(e))

(21) Approves or disapproves disposal of surplus real property to any State, subdivision, municipality, or tax-supported institution, for public airport purposes, upon appropriate determination of the Administrator of the Federal Aviation Administration in accordance with section 13(g) of the Surplus Property Act of 1944, as amended. (49 U.S.C. §§ 47151-47153)

(22) Approves or disapproves disposal of surplus real property and related personal property to any State, political subdivision, instrumentalities thereof, or municipality, for use as a public historic monument and for compatible revenue-producing activities, upon appropriate determinations of the Secretary of the Interior. (40 U.S.C. § 550(h))

(23) Gives reasonable notice of prospective sale of real property located within an urban area to the unit of local government having jurisdiction over zoning and land-use regulations in the geographic area within which the property is located to afford the local government the opportunity of zoning for the use of this land in accordance with local comprehensive planning. (40 U.S.C. § 904(a))

(24) Assigns or disapproves requests for assignments of surplus real property

1. Prior concurrence of the Commissioner is required where the credit terms of payment for sale of real property do not meet the standards provided in FMR, 41 CFR § 102-75.295, Credit Disposals.

2. Must be approved by the GSA Chief Financial Officer.

Prior concurrence of the Commissioner is required when there is a recommendation to disapprove requests for assignment.

1. Prior concurrence of the Commissioner is required when there is a recommendation to disapprove requests for assignment.

2. Consultation with the FPO is required.

Prior concurrence of the Commissioner is required when there is a recommendation to disapprove

and related personal property to the Secretary of the Interior for disposal for public park or recreational use. (40 U.S.C. § 550(e))

requests for such assignments.

(25) Takes possession, utilizes, transfers, or otherwise disposes of abandoned and unclaimed property and determines the fair value and the costs of care and handling of the property. (40 U.S.C. § 552)

(26) Approves or disapproves disposal of surplus real property and related personal property to any State, or to a political subdivision or instrumentality of a State, for correctional facility, law enforcement, and emergency management response uses, upon determinations of the Attorney General and the Department of Homeland Security's Emergency Preparedness and Response Directorate, as appropriate. (40 U.S.C. § 553)

Prior concurrence of the Commissioner is required when there is a recommendation to disapprove requests for disposals.

(27) Furnishes, to the extent practicable, to all prospective purchasers of real property full and complete information concerning (a) current zoning regulations and prospective zoning requirements and objectives for such property when it is not zoned, and (b) current accessibility of the property to streets, sidewalks, sewers, water, street lights, and other service facilities and prospective availability of such services, if such property is included in the local government's comprehensive planning. (40 U.S.C. § 904(b))

(28) Transfers, without compensation, to the Secretary of the Interior certain excess real property to be held in trust by the Secretary for any group, band, or tribe of Indians that is recognized as eligible for services by the Bureau of Indian Affairs or for Oklahoma Indian tribes recognized by the Secretary of the Interior. (40 U.S.C. § 523)

(29) Performs, or causes to be performed, necessary surveys, appraisals, highest and best use studies, utilization of property studies, deed compliance inspections, occupant relocations, and necessary environmental, historic preservation and realty brokerage services, for the utilization of excess real property and the care, handling and disposition of surplus real property. (40 U.S.C. §§ 524, 542, 572, and 581-583)

b. Other applicable statutes, regulations, and executive orders.

(1) Transfers of property for

highway purposes. Transfers excess and surplus real property determined to be necessary for highway purposes. (23 U.S.C. § 317)

(2) Transfers for widening of public highways, streets, or alleys. Conveys or otherwise transfers interests in surplus real property under the control of GSA for an authorized widening of a public highway, street, or alley. (40 U.S.C. § 1304(b))

(3) Grants or terminates easements. Administers and terminates easements in, on, over, or upon real property of the Government under the control of GSA. (40 U.S.C. § 1314)

(4) Wildlife conservation transfers. Makes determination regarding availability of any transfers of real property for wildlife conservation purposes under the Act of May 19, 1948, as amended. (16 U.S.C. §§ 667b, 667c, and 667d)

(5) Abolition of the Reconstruction Finance Corporation. Manages, administers, inspects, and disposes of all real property transferred from the Reconstruction Finance Corporation to the Administrator by Reorganization Plan No. 1 of 1957. (Sec. 2, 1957 Reorg. Plan. No. 1, 71 Stat. 647)

(6) An Act to transfer certain functions of the Secretary of the Treasury. Administers and disposes of any real property and related personal property assigned, set off, or conveyed to the United States in payment of debts, and has charge of all trusts created for the use of the United States in payment of debts due to the United States. (40 U.S.C. § 1301) Reconveys such property to the debtors from whom it was taken, or to their heirs or devisees. (40 U.S.C. § 1312)

(7) Disposals under the Postal Reorganization Act. Disposes of real property of the U.S.PS and acts as its agent, upon request by the USPS under section 401(5) of the Postal Reorganization Act. (39 U.S.C. § 401(5) and GSA/Postal Service Agreement dated July 1985)

(8) Transfers under the Alaska Native Claims Settlement Act. Transfers surplus real property in Alaska to the Department of the Interior for disposal under the Alaska Native Claims Settlement Act. (43 U.S.C. § 1601 *et seq.*, particularly § 1613, § 1615, § 1621 and § 1629)

1. Granting of easement is subject to Contracting Officer Warrant Program. (GSAM 501.603)
2. Granting or terminating of the easement requires legal review and concurrences by the Office of General Counsel.

Subject to concurrence of the Commissioner, PBS, where coordination with the Department of the Interior is required.

(9) Gifts by devise. Performs the functions required under 40 U.S.C. § 1305 relating to taking custody and disposing of lands that are or may be acquired by the United States by devise. (40 U.S.C. §1305)

(10) Gifts to reduce public debt. Performs the acceptance and disposal functions relating to any gift of real property made to the United States on the sole condition that it be sold and the proceeds be used to reduce the public debt of the United States; or rejects such a gift of real property. (40 U.S.C. § 3113(a)(2))

Concurrence of the Commissioner is required only for rejections. Subject to review by the Office of General Counsel.

(11) Transfers of property acquired under section 32(a) of Title III of the Bankhead-Jones Farm Tenant Act. Transfers to Federal, State, or territorial agencies of submarginal land and land not primarily suitable for cultivation acquired by the Secretary of Agriculture under section 32(a) of Title III of the Bankhead-Jones Farm Tenant Act of July 22, 1937. (7 U.S.C. § 1011(c); Sec. 1(14) of E.O. 11609 of July 22, 1971, 36 F.R. 13747 (see 3 U.S.C. § 301 note))

(12) Transfer under section 340 of the Consolidated Farmers Home Administration Act of 1961. Transfers to the Secretary of Agriculture any right, interest, or title held by the United States in any lands acquired in the program of national defense and no longer needed for that program and determined by the Commissioner to be suitable for the purposes referred to in section 340 of the Consolidated Farmers Home Administration Act of 1961. (7 U.S.C. § 1990) The Secretary of Defense must concur that the lands are not needed for the national defense program. (Sec. 1(15) of E.O. 11609 of July 22, 1971; 36 F.R. 13747 (see 3 U.S.C. § 301 note))

(13) Transfer under section 4(k)(a) and (c) of the Tennessee Valley Authority Act. Approves transfers of real property by the Tennessee Valley Authority for the purpose of paragraphs (a) and (c) of section 4(k) of the Tennessee Valley Authority Act (16 U.S.C. § 831c(k)), other than leases for terms of less than 23 years and conveyances of property having a value not in excess of \$500. (Sec. 1(16) of E.O. 11609 of July 22, 1971; 36 F.R. 13747 (see 3 U.S.C. § 301 note))

(14) Transfer under Tennessee Valley Authority Act of May 18, 1933. Provides for the transfer to the Tennessee Valley Authority of the use, possession, and control of real property of the United States determined by the Commissioner to be necessary and proper for the purposes of that Authority as stated in the Tennessee Valley Authority Act of May 18, 1933. (16 U.S.C. § 831f(b); and Sec. 1(17) of E.O. 11609 of July 22, 1971; 36 F.R. 13747 (see 3 U.S.C. § 301 note))

(15) Transfer under the Act of March 4, 1927. Transfers for the purposes of the Act of March 4, 1927, c. 505, 404 Stat. 1422 (20 U.S.C. § 191), any land belonging to the United States within or adjacent to the District of Columbia, located along the Anacostia River north of Benning Bridge, to the Secretary of Agriculture. (Sec. 1(18) of E.O. 11609 of July 22, 1971; 36 F.R. 13747 (see 3 U.S.C. § 301 note))

(16) Transfer under the Housing Act of July 15, 1949. Transfers, pursuant to section 108 of the Housing Act of July 15, 1949, c. 338, 63 Stat. 419 (42 U.S.C. § 1458), to the Secretary of Housing and Urban Development any right, title or interest of the Federal Government, or any department or agency thereof, in any land (including buildings thereon) that is surplus to the needs of the Government and a local public agency certifies will be within the area of a project being planned by it. (42 U.S.C. § 1458; Sec 1(21) of EO 11609 of July 22, 1971; 36 F.R. 13747 (see 3 U.S.C. § 301 note))

Transfers under this section that do not comply with 40 U.S.C. § 550(f) must be approved in advance by the Office of General Counsel.

(17) Defense Industrial Reserve Act.

(a) Furnishes utilities and other services to occupants or users of defense industrial reserve plants and surplus property installations. (40 U.S.C. § 581(f))

(b) Accepts the transfer of or uses, maintains, protects, repairs, restores, renovates, leases, and transfers or disposes, or any combination of the foregoing, of industrial plants and related personal property as authorized or directed by the Secretary of Defense (10 U.S.C. § 2535(b) and uses proceeds from insurance to repair or restore damaged defense industrial reserve property. (40 U.S.C. § 581(a) & (f))

(18) Reserved.

(19) California Desert

1. This delegation is limited to Region 9 only.

Protection Act of 1994. Notifies the Secretary of the Interior of the availability of Federal land within the State of California for disposal in accordance with the Act and conveys such property in accordance with 16 U.S.C. § 410aaa-77.

Concurrence of the Commissioner is required prior to notification and conveyance. 2. Transfers of property to the Secretary of the Interior for less than the fair market value must be approved by the Administrator.

(20) Hawaiian Home Lands Recovery Act. Notifies the Chairman of the Hawaiian Homes Commission in the State of Hawaii, at the same time other Federal agencies are notified, that excess real property is located in the State of Hawaii, and appraises and conveys such property to the State, if the Commission so requests. (Pub. L. 104-42, Title II, § 203, 109 Stat. 357 (Nov. 2, 1995))

This delegation is limited to Region 9 only. Concurrence of the Commissioner is required prior to notification and conveyance.

(21) Indian Self-Determination Act and Education Assistance. Evaluates requests for excess and surplus real and related personal property by the Bureau of Indian Affairs on behalf of federally recognized tribes and may transfer such real and related personal property to the Secretary of the Interior in accordance with 40 U.S.C. § 550, § 526, § 522, § 523, § 553, and other applicable laws. (40 U.S.C. § 550 and 25 U.S.C. § 450j(f)(2))

Transfers of property to the Secretary of the Interior for less than the fair market value must be approved by the Administrator.

(22) Airport and Airway Development Act of 1982. Transfers land for use as an addition to an existing airport under sec. 23 and makes all necessary determinations. (49 U.S.C. § 2215)

Prior concurrence of the Commissioner or designee, is required.

c. Takes all necessary actions to dispose of Federal property directed for disposal by specific acts of Congress (directed disposals).

Approval of the Commissioner and the Chief Financial Officer is required whenever credit terms are extended that would invoke the Federal Credit Reform Act of 1990 and OMB Circular A-11, Part 85.

d. Conveys by sale, lease, exchange or otherwise, real and related personal property, or interests therein, expends gross proceeds for such conveyances on the costs of the dispositions, and expends net proceeds realized under section 412 on GSA real property capital needs as authorized in annual appropriations acts. (Sec. 412 of Division H of Pub. L. 108-447, Consolidated Appropriations Act, 2005)

1. Expenditures of net proceeds, if any, are subject to prior approval in annual appropriations acts.

2. Delegation of authority to expend net proceeds is subject to the Contracting Officer Warrant Program (GSAM 501.603).

3. Real property exchanges are subject to the approval of the Administrator.

4. Conveyances under this authority must receive the prior approval of the Office of General Counsel.

5. Approval of the Commissioner is required prior to any use or exercise of this authority.

11. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

12. Common authorities. (See Part 2, Chapter 2, of this Manual)

13. Financial Management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE COMMISSIONER, PBS,
TO PBS OFFICIALS (RESERVED)

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CHAPTER 6. OFFICE OF GOVERNMENTWIDE POLICY (OGP)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE
ASSOCIATE ADMINISTRATOR FOR GOVERNMENTWIDE POLICY

Delegated Authority

Limitations

1. General Authorities.

a. Acts as the Regulatory Policy Officer for GSA under E.O. 12866 on Regulatory Planning and Review, and 40 U.S.C. § 121(c).

Authority not redelegable.

b. Issues guidance/instructions to Federal agencies on travel, transportation, the management of property, and the provision of other administrative services (excluding financial management and Federal personnel management) as the Administrator shall designate, and other areas of functional responsibility (see GSA Organization Manual, Ch. 5 (OHR P 5440.1) that fall within the purview of the Office of Governmentwide Policy (OGP).

c. Issues proposed regulations that will prescribe policies on travel, transportation, the management of property and services, and other areas of functional responsibility, as described in OHR P 5440.1, Chapter 5, that fall within the purview of OGP. This includes authority to make any determinations and decisions required by law, regulation, or agency directive relating to the issuance and publication of such policies and proposed regulations. This includes authority to act as the agency head under 5 U.S.C. § 605(b) to certify that a proposed regulation will not, if promulgated, have a significant impact on a substantial number of small entities. (40 U.S.C. § 121(c) and (d))

d. Develops interim and final regulations that will prescribe policies on travel, transportation, the management of property and administrative services and other areas of functional responsibility that fall within the purview of OGP for issuance by the Administrator. This includes developing any determinations and decisions required by law, regulation, or agency directive relating to the issuance, publication and codification of such policies and regulations. (40 U.S.C. § 121(c) and (d))

e. Approves or disapproves requests for deviations from or waivers of regulations, other than acquisition regulations, issued by the Administrator unless the regulation specifically requires the Administrator's approval and precludes

redelegation of approval/disapproval authority or specifies another GSA official as the deciding official.

f. Accepts or rejects on behalf of the Federal Government unconditional gifts of personal or other property in the aid of any project or function of OGP. (40 U.S.C. § 3175)

<p>2. GSA Administrative Policy. Develops and recommends to the Administrator policies and procedures for managing GSA's agency-wide mail operations, fleet activities, foreign gifts program, GSA-owned personal property and space programs.</p>	

3. Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), and other agreements. Enters into MOUs, interagency agreements, and other similar agreements for those activities for which the Associate Administrator has responsibility. This includes authority and responsibility for making determinations and decisions required by any law, regulation, or agency directive relating to the use of the agreement. (40 U.S.C. §§ 101, 112, 121, 311(c) and (d), 501, 502, and 31 U.S.C. § 1535, 31 U.S.C. Chap. 65)

Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)

4. Information Technology.

a. Develops, maintains, and disseminates for the use of Executive Agencies, as requested by the Office of Management and Budget (OMB) or the agencies, recommended methods and strategies for the development and acquisition of information technology, including electronic commerce. (44 U.S.C. § 3602(f)(6))

b. Facilitates Governmentwide policy development support, interagency coordination, and technical support functions for enhanced electronic commerce (44 U.S.C. §3602(f)(6))

c. Provides support and assistance to interagency groups i.e., the Chief Information Officers Council, Chief Financial Officers Council, and the Chief Acquisition Officers Council. (44 U.S.C. §3603(c)(3), 41 U.S.C. § 403, and as requested by OMB)

d. Provides electronic and information technology technical assistance to individuals and Federal agencies concerning the requirements of Sec. 508, Electronic and Information Technology, 29 U.S.C. 794d, as amended.

e. Conducts and manages outreach programs in cooperation with agency managers to enhance the abilities of agencies to plan, acquire, and successfully implement information technology systems. (44 U.S.C. § 3602(f)(6))

g. Establish a framework to allow efficient interoperability among Executive agencies when using electronic signatures, including processing of digital signatures. (44 U.S.C. § 3501, note)

h. Provide guidance and assistance and other records management services to Federal agencies on economical and effective records management. (44 U.S.C. § 2904, 41 CFR 1 part 02-193)

5. Regulatory Information and Activities.
Compiles and analyzes data on both Governmentwide and agency specific regulatory information and activities in support of OMB's coordinated Governmentwide review of agency rulemaking. (E.O. 12866, , and data on information collections under the Paperwork Reduction Act (44 U.S.C. § 3501 *et seq.*))

6. Property Management and Disposal.

a. Real Property.

(1) Provides governmentwide policy oversight and guidance for the acquisition, construction, utilization, management, and disposal of Federal real property. Provides leadership in the development and maintenance of a centralized governmentwide real property inventory system. (E.O. 13327, Sec. 2; 40 U.S.C. § 101 *et seq.*; 40 U.S.C. § 121(c); Subtitles I and II of Title 40, of the U.S.C.; 40 U.S.C. § 3302 *et seq.* and *Pub. L. 107-217*)

(2) Develops regulations, standards and criteria for issuance by the Administrator for the acquisition, construction, utilization, management, and disposal of Federal real property. (E.O. 13327; E.O. 12072, Sec. 1-2, 1-201(b); 40 U.S.C. § 101 *et seq.*, 40 U.S.C. § 121(c); Subtitles I and II of Title 40 of the U.S.C., and 40 U.S.C. § 550)

(3) Periodically evaluates the implementation and effectiveness of real property policies and delegations of authority and the need for continuous improvement. (E.O. 13327)

(4) Provides guidance, assistance, and oversight on alternative workplace facilities to Executive agencies and others. (40 U.S.C. § 587(c)(3))

b. Personal Property.

(1) Develops and recommends to the Administrator regulations and policies for the Federal Government pertaining to the management and disposition of personal property. (40 U.S.C. §§ 121(c), 503, 506, 521-529, 541-558, 571-573, 702-704, 1306, 5 U.S.C. § 7342; 15 U.S.C. § 3710 (i); E.O. 12999)

(2) Determines the categories of surplus and exchange/sale personal property which can be sold by negotiated sale at fixed prices. (40 U.S.C. §§ 503, 545)

(3) Surveys Federal property and property management practices and cooperates with executive agencies to establish reasonable inventory levels for property stocked by them. (40 U.S.C. § 506(a)(1))

(4) Approves or disapproves requests of holding agencies to sell classes of personal property that are ineligible for exchange/sale. (40 U.S.C. § 503(b)(1))

(5) Approves or disapproves requests of holding agencies to sell specific types and/or quantities of surplus and exchange/sale personal property. (40 U.S.C. §§ 541, 549)

Concurrence of the Commissioner, FAS, or a designee, is required when proceeds from the proposed are expected to exceed \$25,000.

(6) Reassigns GSA property among GSA activities, determines that GSA property is excess, performs care and handling of excess GSA property pending transfer, and transfers excess GSA property to other agencies. (40 U.S.C. §§ 102 and 524)

7. Fleet Management.

a. Develops and recommends to the Administrator regulations and policies for the Federal Government pertaining to Government vehicles. (40 U.S.C. 601, et seq.; 31 U.S.C. 1344; E.O. 13423 as amended; E.O. 11912 as amended)

b. Develops procedures for the

Federal Government to ensure safe operation of motor vehicles on Government business. (40 U.S.C. § 601 *et seq.*)

c. Develops Governmentwide regulations for issuance by the Administrator and administers programs pertaining to energy conservation in the executive agency vehicles. Ensures that motor vehicles acquired by executive agencies conform to the requirements of E.O. 11912, as amended.

d. Provides for motor vehicle identification, and grants exemptions from motor vehicle identification requirements on GSA operated vehicles when conspicuous identification would interfere with the purpose for which vehicles are acquired and used. (40 U.S.C. § 609)

e. Provides for reporting to the head of the employing agency or designee any violation involving the conversion of a motor vehicle owned or leased by the Government, by a Government official, or employee for personal use or the personal use of others. (40 U.S.C. § 611)

Authority does not include reporting violations for GSA Fleet vehicles (see Chapter 4 of this Manual).

8. Travel.

a. Develops and recommends to the Administrator regulations, as appropriate, for the Federal Government pertaining to travel, relocation allowances, and other official travel expenses. Develops and publishes per diem rates in Federal Travel Regulation Bulletins. (5 U.S.C. §§ 5701–5739, 5741-5742; 5 U.S.C. § 4111(b); 20 U.S.C. § 905(a); 31 U.S.C. § 1353; E.O. 11609, as amended)

b. Conducts periodic investigations of the cost of travel and the operation of privately owned vehicles to employees while engaged on official business and prepares reports of the results for the signature of the Administrator to be submitted to the Congress at least once a year. (5 U.S.C. § 5707(b))

9. Transportation and Transportation Audits.

a. Develops and recommends to the Administrator regulations, as appropriate, for the Federal Government pertaining to billing, payment, and audit of transportation expenses. (31 U.S.C. § 3726)

b. Makes determinations, or

1. Authority is limited to transportation

delegates authority, to represent executive agencies in proceedings involving transportation services before Federal and State regulatory bodies. (40 U.S.C. § 501)

services and does not include communications and public utilities.

2. Requires concurrence of the appropriate Associate General Counsel.

c. Develops and establishes criteria for prepayment audit programs, approves prepayment audit programs for agencies, and grants waivers for continued use of post payment audits in limited situations. (31 U.S.C. § 3726)

10. Mail Management.

a. Develops and recommends to the Administrator policies, regulations, standards, and guidelines for the Federal Government pertaining to mail. (44 U.S.C. §§ 2901-2902, 2904, and 2906)

b. Inspects Federal Government mail operations for conformance with established policies and procedures. (44 U.S.C. §§ 2904 and 2906)

11. Aircraft Management. Develops and recommends to the Administrator policies, regulations, standards, and guidelines for acquisition, use and disposal of Federal Government aircraft. (OMB Circular A-126)

12. Forms Management. Develops and recommends to the Administrator policies and procedures for managing the Governmentwide Standard and Optional Forms programs.

13. Printing. Develops and recommends to the Administrator policies and procedures for managing GSA's agency-wide printing, duplicating and distribution programs.

14. Committee Management Secretariat. Performs all functions of the Committee Management Secretariat assigned to the Administrator by Executive Order 12024, which include but are not limited to development of policies, regulations, and guidelines implementing the Federal Advisory Committee Act (FACA). (5 U.S.C. Appendix 2; Pub. L. 92-463, 86 Stat. 770 (1972))

Authority to sign and transmit to the U.S. President the Annual Report to the President on Federal Advisory Committees is not delegated to the Associate Administrator for Governmentwide Policy.

15. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

16. Common authorities. (See Part 2, Chapter 2, of this Manual)

17. Financial Management authorities. (See CFO P 5450.1)

PART 2. OFFICE OF ACQUISITION POLICY

To the extent that the Inspector General has independent contracting authority under Section 6 of the Inspector General Act of 1978, as amended, the following delegations do not limit that authority

Delegated Authority

Limitations

1. The Deputy Associate Administrator for Acquisition Policy shall have acquisition management as that official's primary duty and advise and assist the head of the executive agency and other agency officers to ensure that the mission of the executive agency is achieved through the management of the agency's acquisition activities. (41 U.S.C. § 414(a)(1))

2. Directs and coordinates the activities of the Office of Acquisition Policy that manages acquisitions within the GSA. (41 U.S.C. § 414(a)(1)(A))

3. Monitors the performance of acquisition activities and acquisition programs of GSA, evaluating the performance of those programs on the basis of applicable performance measures, and advising the Administrator regarding the appropriate business strategy to achieve the mission of GSA. (41 U.S.C. § 414(b)(1))
4. Ensure the appropriate use of full and open competition in the acquisition of property (personal and real) and services by GSA by establishing policies, procedures, and practices that ensure that GSA receives a sufficient number of sealed bids or competitive proposals from responsible sources to fulfill the Government's requirements (including performance and delivery schedules) at the lowest cost or best value considering the nature of the property or service procured. (41 U.S.C. § 414(b)(2))
5. Ensure appropriate use of performance-based contracting and performance specifications. (41 U.S.C. § 414(b)(3))
6. Makes acquisition decisions consistent with all applicable laws and establishes clear lines of authority, accountability, and responsibility for acquisition decision-making within GSA. (41 U.S.C. § 414(b)(4))
7. Manages the direction of acquisition policy for GSA, including implementation of the unique acquisition policies, regulations, and standards of GSA. (41 U.S.C. § 414(b)(5)).
8. Develops and maintains an acquisition career management program in GSA to ensure that there is an adequate professional workforce. (41 U.S.C. § 414(b)(6))
9. As part of the strategic planning and performance evaluation process required under section 306 of Title 5, United States Code, and sections 1105(a)(28), 1115, 1116, and 9703 of Title 31, United States Code:
 - a. Assesses the requirements established for agency personnel regarding knowledge and skill in acquisition resources management and the adequacy of such requirements for facilitating the achievement of the performance goals established for acquisition management; (41 U.S.C. § 414(b)(7)(A))
 - b. Develops strategies and specific plans for hiring, training, and professional

development in order to rectify any deficiency in meeting such requirements; and (41 U.S.C. § 414(b)(7)(B))

c. Establishes limitation, guidelines, and requirements for the exercise by other GSA offices of the authority delegated to them by the Administrator to contract for real property, informational technology, (including automated data processing and telecommunications), personal property and nonpersonal services. (40 U.S.C. § 101 et seq.)

d. Reports to the Chief Acquisition Officer on the progress made in improving acquisition management capability. (41 U.S.C. § 414(b)(7)(C))

10. Issues and maintains GSA-wide acquisition regulations, policies, and procedures which implement and supplement the FAR and makes any determinations and decisions required by law, regulation, or agency directive relating to the issuance, publication, and codification of such policies, procedures, and regulations. (41 U.S.C. § 421(d)(1))

11. Gratuities. Determines whether a contractor offered or gave a gratuity to an officer, official or employee of the Government and intended by the gratuity to obtain a contract or favorable treatment under a contract. (48 CFR § 3.204 and 48 CFR § 503.204)

12. Deciding Protests. Acts as the Agency Protest Official for GSA with authority to review and decide procurement protests filed with GSA. This includes the authority to hear and review supporting arguments, request relevant information from the parties, issue decisions, and recommend appropriate remedies. (EO 12979)

13. Task and Delivery Order Ombudsman. Appoints a GSA employee or officer to serve as the Task and Delivery Order Ombudsman. (41 U.S.C. § 253j)

Authority may be redelegated only to an employee within the Office of Acquisition Policy.

14. Construction Metrication Ombudsman. Appoints a GSA employee or officer to serve as the Construction Metrication Ombudsman for GSA pursuant to the Savings in Construction Act of 1996. (15 U.S.C. § 2051)

Authority may be redelegated only to an employee within the Office of Acquisition Policy.

15. Cost Accounting Standards Board. Appoints a GSA employee or officer to the Cost

Accounting Standards Board. (41 U.S.C. § 422(a))

16. Agency Competition Advocate. Appoints a GSA employee or officer to serve as the Agency Competition Advocate pursuant to the Office of Federal Procurement Policy Act (41 U.S.C. § 418(a)(2))

Competition advocate must be someone other than the Senior Procurement Executive. (41 U.S.C. 418(a)(2) and FAR 6.5.

17. Eligibility to use GSA sources of supply and service. Makes determination as to whether certain organizations are eligible to access GSA sources of supply, under its authorities or separate, specific statutes. (40 U.S.C. § 502)

18. Federal Procurement Data System. As executive agent for the Office of Federal Procurement Policy, operates the Federal Procurement Data System. (41 U.S.C. § 405(d)(4).

19. Federal Acquisition Institute. Assists the Administrator for Federal Procurement Policy in performing functions of the Federal Acquisition Institute. (41 U.S.C. § 405(d)(5))

PART 3. SENIOR PROCUREMENT EXECUTIVE

To the extent that the Inspector General has independent contracting authority under Section 6 of the Inspector General Act of 1978, as amended, the following delegations do not limit that authority.

Delegated Authority

Limitations

1. The Deputy Chief Acquisition Officer serves as the Senior Procurement Executive and reports directly to the Chief Acquisition Officer.

2. The Senior Procurement Executive shall be responsible for management direction of the procurement system of GSA, including implementation of the unique procurement policies, regulations, and standards of GSA. 41 U.S.C. § 414 (c)(1)

3. Federal Acquisition Regulation (FAR)

a. Represents and exercises the authority of the Administrator on the Federal Acquisition Council. (41 U.S.C. § 421)

b. Issues and maintains the Federal Acquisition Regulation, pursuant to the authority under Title III of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. § 251 et seq.) and under the Office of Federal Procurement Policy Act (41 U.S.C. §§ 405 and 421), jointly with the Department of Defense and the National Aeronautics and Space Administration.

4. Debarment and suspension. Acts as the agency debarment and suspending official for both procurement and non-procurement activities. This includes authority to suspend or debar acquisition and disposal contractors and to suspend or debar participants involved in Federal financial and nonfinancial assistance and benefits (E.O. 12549, implemented at FMR 41 CFR Part 105-68, E.O. 12689, FAR 9.4, and 31 U.S.C. § 6101, note)

Authority may be re-delegated only to an employee within the Office of Acquisition Policy.

5. Contracting

a. Has unlimited authority to contract for personal and real property, construction and services. This includes authority and responsibility for making determinations and decisions required by law, regulation, or agency directives including but not limited to the Federal Acquisition Regulation (FAR) and the General Services Administration Acquisition Regulation (GSAR) relating to the acquisition of property and services.

b. Acts as head of contracting activity (HCA) with authority and responsibility for making determinations and decisions required under Title III of the Federal Property and Administrative Services Act of 1949, as amended, or other statutes in connection with the procurement of property and services.

1. The Commission of the Federal Acquisition Service;
2. The Deputy Commissioner of the Public Buildings Service; and
3. The Regional Commissioners in each Region.

Authority may be redelegated one level below the positions identified. Re-delegation shall be done in writing and shall be provided to the Senior Procurement Executive and the General Counsel.

c. Memoranda of Understanding (MOU) and other agreements. Enters into MOUs, interagency agreements, cooperative agreements, grants and other similar agreements for those activities for which the Senior Procurement Executive has responsibility, including those functions cited in 41 U.S.C. § 405(d). This includes authority and responsibility

for making determinations and decisions required by any law, regulation or agency directive relating to the use of the agreement. (40 U.S.C. §§ 501 and 502; 31 U.S.C. § 1535)

6. Voiding and rescinding contracts.
Declares void and rescinds contracts under 48 CFR. Subpart 3.7 and recovers amount expended and property transferred. (18 U.S.C. § 218, EO 12448)

Authority may be re-delegated only to an employee within the Office of Acquisition Policy.

PART 4. DELEGATION OF AUTHORITY FROM THE ASSOCIATE ADMINISTRATOR FOR
GOVERNMENTWIDE POLICY TO OGP OFFICIALS (RESERVED)

CHAPTER 7. OFFICE OF THE CHIEF PEOPLE OFFICER (OCPO)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHIEF PEOPLE OFFICER

The authority of the Inspector General to select, appoint, and employ such officers and employees of the Office of Inspector General is derived from Section 6 of the Inspector General Act of 1978 (5 U.S.C. App. 3) as amended. As such, the Inspector General has independent authority to formulate policies and make determination concerning recruitment, selection, appointment/conversion, placement, position classification, position management, leave, hours of duty, training, travel/transportation, employee development, pay/compensation and awards, actions and adverse actions, labor relations, human resources oversight, career management, and other workforce and workplace related issues of employees in the Office of Inspector General. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General Act. Those delegations not covered by the authority granted by the Inspector General Act, such as those related to the Privacy Act and/or the Freedom of Information Act, remain applicable.

Delegated Authority

Limitations

1. Human resources responsibilities. Serves as Chief People Officer of GSA in accordance with the Chief Human Capital Officers Act of 2002, 5 U.S.C. 1401, 116 Stat. 2287 ; formulates agency policy, principles, and plans governing the areas of recruitment, placement, position classification, position management, pay, leave, hours of duty, employee relations, labor-management relations, training, employee development, human resources management (HRM) accountability, compensation, employee benefits, employee work-life programs, career management, and other workforce and workplace related issues

2. Privacy.

a. Has overall responsibility for establishing and overseeing the GSA Privacy Act Program and for ensuring GSA's compliance with privacy laws, regulations, and GSA policy, as required by the Privacy Act of 1974 (5 U.S.C. Sec. 552a, as amended), the Computer Matching Amendments of 1990, and OMB guidance. (E-Government Act of 2002, Pub. L. 107-347, 116 Stat.2899, and OMB Memorandum M-03-22)

b. Serves as the Senior Agency Official for Privacy (also known as the Chief Privacy Officer) with primary responsibility for establishing and monitoring the execution of privacy and personal data protection policy, in accordance with the Consolidated Appropriations Act of 2005, Sec. 522 (p. 460); and OMB Memorandum M-05-08. .

c. Ensures that systems of records meet the requirements of the Privacy Act and GSA

privacy security policies and procedures

3. Personnel Security. Serves as the Administrator's security representative, and as the GSA Security Officer, and makes those determinations required by Executive Order 10450 of April 27, 1953, as amended, and by Executive Order 13526, with respect to security requirements for Government employment and the safeguarding of classified information, including the authority to issue, suspend, or revoke certification for sensitive positions.

Limited to oversight of Top Secret/Sensitive Compartmental Investigations.

4. Affirmative Employment.

a. Manages and coordinates the nationwide affirmative employment and special emphasis programs.

b. Prepares annual affirmative employment reports to the Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC).

c. Maintains liaison with the Office of Personnel Management, Equal Employment Opportunity Commission and the Office of Civil Rights, and other agency program areas, and other agencies for the purpose of developing and exchanging policy information and dealing with matters relating to assigned functions.

5. Appointment.

- a. Appoint applicants for employment, and promote, demote, reassign, transfer, and reinstate employees to positions.(40 U.S.C. 758(a)) All actions to fill attorney positions at all levels in the Central Office and regions, except on the Civilian Board of Contract Appeals and the Office of Inspector General, require the approval of the General Counsel.. All actions to fill Human Resources Officer positions in the Central Office and regions require collaboration with the Chief People Officer
- b. Administer the oath to be taken by Officers and employees incident to their entrance on duty in GSA or any other oath required by law in connection with employment. (5 U.S.C. 2903)
- c. Utilize the services of officials,

officers, and other personnel in other executive agencies, including personnel of the armed forces. (Details) (40 U.S.C. 758(c))

d. Appoint persons on a temporary limited basis without examination to meet any need that cannot be served through appointment under some existing authority. (5 CFR 316.401)

Appointments under this authority may not exceed 1 month but may be extended for an additional month. This authority may not be utilized to exceed a service limitation imposed by some other appointing authority. No more than one appointment of a given person may be made under this authority during any 12 consecutive months.

e. Appoint non-competitively a disabled veteran who has completed a course of training prescribed by the Department of Veterans Affairs under ch. 31 of title 38, U.S.C., to the position for which the veteran was trained. These employees may be converted to career or career-conditional employment. (5 CFR 315.604)

f. Appoint under Schedule A to positions for which a local recruiting shortage exists when filled by inmates of Federal, District of Columbia, and State (including the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Trust Territory of the Pacific Islands) penal or correctional institutions under work-release programs authorized by the Prisoner Rehabilitation Act of 1965, the District of Columbia Work Release Act, or under work-release programs authorized by States. (5 CFR 213.3102(x))

Initial appointments under this authority may not exceed 1 year. An initial appointment may be extended for one or more periods not to exceed 1 additional year each upon a finding that the inmate is still in a work-release status and that a local recruiting shortage still exists. A person may serve under this authority no longer than 1 year beyond the date of that person's release from custody.

g. Emergency appointments.

(1) During any national emergency as defined in 5 CFR 230.402(a)(1), may make emergency-indefinite appointments without OPM approval. Except as specified in 5 CFR 230.402(c) and (d), these appointments shall be made from appropriate registers of eligibles as long as there are available eligibles. (5 CFR 230.402(b))

(2) When necessary to meet urgent needs resulting from an emergency posing an immediate threat to life or property, or a national emergency as defined in 5 CFR 230.401(a)(1), may appoint relatives to meet those needs without regard to the restrictions in 5 U.S.C. 3110 and 5 CFR 310.102.

Appointments under these conditions are temporary, not to exceed 30 days, but may be extended for a second 30 days if the emergency need still exists.

(3) Upon attack on the United States, authorized to carry out what ever personnel activities may be necessary to the effective functioning of their organizations during a period of disaster without regard to any regulation or

1. Actions taken under this section shall be consistent with applicable regulations and instructions as far as possible under the circumstances and shall be discontinued as soon as conditions permit the reapplication of the

instruction of OPM, except those which become effective upon or following an attack on the United States. This authority applies only to actions under OPM jurisdiction. 5 CFR 230.401

applicable regulations and instructions;

2. An employee may not acquire a competitive civil service status by virtue of any action taken under this section;

3. Actions taken, and authority to take actions, under this section may be adjusted or terminated in whole or in part by OPM;

4. Records shall be maintained of the action taken under this section.

h. Critical need appointments. May fill positions for which a critical hiring need exists, including short-term positions and continuing positions that an agency must fill on an interim basis pending completion of competitive examining, clearances, or other procedures required for a longer appointment. (5 CFR 213.3102(i)(2))

Appointments under this authority may not exceed 30 days and may be extended for up to an additional 30 days if continued employment is essential to the agency's operations. The appointments may not be used to extend the service limit of any other appointing authority. An agency may not employ the same individual under this authority for more than 60 days in any 12-month period.

i.. When there is a shortage of eligible applicants resulting from a competitive announcement, may give an overseas limited appointment to a U.S. citizen recruited for a position overseas (5 CFR 301.201). When unusual or emergency conditions make it infeasible to appoint from a register, may give overseas limited appointments to a U.S. citizen recruited in an area where an overseas limited appointment is not authorized. (5 CFR 301.202)

j. May make temporary limited appointments according to the criteria provided in 5 CFR 316.401.

k. Appoint under Schedule A severely disabled persons who:

Upon completion of 2 years of satisfactory service under this authority, the employee may qualify for conversion to competitive status under the provisions of Executive Order 12125 and implement regulations issued by the office.

(1) Have demonstrated under a temporary appointment their ability to perform the duties satisfactorily; or

(2) Have been certified by counselors of State vocational rehabilitation agencies or the Department of Veterans Affairs as likely to succeed in the performance of these duties. (5 CFR 213.3102(u))

l. Appoint to Schedule A positions any local physicians, surgeons, or dentists employed under contract or on a part-time or fee

basis. (5 CFR 213.3102(n))

m. May make appointments without benefit of competitive examination when the duties and compensation of the positions are such, or qualified persons are so rare, that in the interest of good civil service administration the position cannot be filled through open competitive examination and the person appointed meets all applicable qualification requirements for the position. (5 CFR 316.601)

This authority is limited to positions at the GS-15 grade level and below that are unique to GSA or are of a one-of-a-kind nature.

n. May make time-limited promotions to fill temporary positions, accomplish project work, fill positions temporarily pending reorganization or downsizing, or meet other temporary needs for a specified period of not more than 5 years, unless OPM authorizes the agency to make and/or extend time-limited promotion for a longer period. Competition required for promotions beyond 120 days. (5 CFR 335.102(f))

Authority may not be re-delegated below the Human Resources Officer level.

o. SES non-career or limited appointments. May make SES non-career or limited appointments to general positions. (5 CFR 317.601)

Use of a limited appointment authority is subject to the following conditions:

(1) Agencies are provided a pool of limited appointment authorities equal to 3 percent of their Senior Executive Service (SES) position allocation, or one authority, whichever is greater. An agency may use the pool to make a limited appointment only of an individual who has a career or career-conditional appointment (or an appointment of equivalent tenure) in a permanent civil service position outside the SES. If necessary, the Office of Personnel Management may suspend use of the pool authority.

(2) Each use of a limited appointment

authority other than under (1) above must be approved individually by OPM, and the authority reverts to OPM upon departure of the incumbent, unless otherwise provided by OPM.

6. Selection.

a. Make the final selection of candidates for positions or decide upon further personnel action; e.g., re-announcement.

The selection of reemployed annuitants may not be redelegated. All actions to fill Human Resources Officer positions in the Central Office and regions require collaboration with the Chief People Officer. The General Counsel (OGC), will select the Regional Counsel, and, after consultation with the appropriate Regional Counsel, select other regional attorneys.

b. May approve the modification of selection procedures for excepted positions. (5 CFR 302.105)

7. Details within GSA. Upon request of the office to which the employee is regularly assigned, approve or disapprove the detail of GSA employees within the agency for up to 120 days. These details may be extended. (5 CFR 300.301)

Details of more than 120 days to higher grade positions or to positions with known promotion potential must be made under competitive promotion procedures.

8. Classification.

a. Establish and classify positions. (5 U.S.C. 5107 [General Schedule, Federal Wage System] and U.S.C. 5108 [Senior Executive Service])

b. Render agency decisions on classification appeals. (Pay Administration and Position Classification (OAD P 9550.1) [General Schedule, Federal Wage System])

9. Adverse actions and actions based on unsatisfactory performance.

a. Issue notices of proposed adverse actions to suspend, furlough without pay, reduce in grade or pay or, remove employees, and sign final letters of decisions on these actions. (5 CFR 752) Issue notices proposing to remove or reduce in grade and sign final letters of decision based on unsatisfactory performance under 5 CFR 432.

Proposal letters and decision letters require prior concurrence of the appropriate servicing Human Resources Officer as to compliance of the latter within applicable regulations. This authority may be re-delegated only to officials in line of authority over affected employees. This does not include the authority to issue final letters to members of the

b. Take disciplinary action, as appropriate, not resulting in loss of pay, position, or benefits, involving members of the Senior Executive Service assigned to their organizations.

10. Grievances under the GSA Grievance Procedure. (Negotiated grievance procedures are as stated in the appropriate contract.) Acts for the Administrator as the deciding official on grievances against other Heads of Services and Staff Offices (HSSO), except for the Inspector General.

11. Incentive awards.

a. Individual Performance Awards. Approves individual performance award for a Level 4/5 rating.

b. Quality Step Increase (QSI). Approves QSI awards.

c. Organizational Performance Awards. Approves organizational performance awards.

d. Approves special act awards.

e. Honor Awards. Submits recommendations for the Administrator's Distinguished Service Award, Administrator's Meritorious Service Award, and Administrator's Excellence in Performance Award

f. Exceptional Service Awards. Grants Exceptional Service Awards.

Senior Executive Service (SES).

Any action affecting members of the Senior Executive Service must be coordinated with the Chief People Officer.

General: Approval of awards is limited to employees within their jurisdiction (except the CPO).

All individual performance awards require two levels of approval. Individual Performance Awards are given one time each fiscal year and may not exceed 4% of employee's adjusted basic pay for Level 4 rating and may not exceed 6% of employee's adjusted basic pay for Level 5 rating.

Supervisors may recommend an employee for a QSI in lieu of a monetary award for a Level 5 performance appraisal rating. All QSI's must be approved by the HSSO or RA. This authority may not be re-delegated.

Authority determined by terms of organizational award programs. The maximum aggregate for Organizational Performance and Special Act awards in a fiscal year is 4% of the employee's adjusted basic pay. Awards over \$5,000 require the approval of the Administrator.

All Special Act Awards require two levels of approval. The maximum aggregate for Special Act and Organizational Performance Awards in a fiscal year is no more than 4% of the employee's adjusted basic pay. Awards over \$5,000 require the approval of the Administrator.

A supervisor may recommend an employee for an award upon invitation for nominations by the OCPO. Recommendations must have concurrence from the HSSO or RA before submission to the Administrator for final approval.

A supervisor may submit a nomination at any time to their HSSO or RA for endorsement of the Administrator's Exceptional Service Award. The submission must then be submitted to the Chief People Officer for concurrence, prior to the Administrator's approval. The Administrator's

g. Other Awards - Non-monetary Recognition. Approves the following awards: Public Service Award, Commendable Service Award, Certificates of Performance Achievement, Official Letters of Recommendation, and Non-GSA Awards.

12. Labor relations.

a. Agency representation.

(1) Designate agency officials to represent GSA at hearings or other proceedings before or directed by the Federal Labor Relations Authority (FLRA) or regional officials thereof.

approval may not be re-delegated.

Recommendations should be in writing and forwarded through channels to the HSSO, Staff Office or Regional Administrator for approval and issuance.

(2) Designate agency officials to represent GSA at hearings or other proceedings before or directed by the Federal Service Impasses Panel (FSIP).

In unfair labor practice (ULP) complaint proceedings and hearings, the authority of the Chief People Officer is limited to the designation of the agency's technical representative; designation of the agency's legal representative for such proceedings is delegated to the General Counsel.

b. Union contracts.

(1) Reviews and approves agreements with labor organizations in accordance with 5 U.S.C. 7114(c).

Concurrence of the Head of Service or Staff Office of Regional Administrator is required.

(2) Sign labor agreements subject to approval by the Chief People Officer.

(3) Designate chief negotiators and approve the composition of management negotiation teams authorized to negotiate and execute agreements with labor organizations.

(4) With prior concurrence by the issuing official, considers and grants or denies requests for exceptions to internal GSA regulations and directives that are a bar to negotiations.

This authority is limited to provisions of GSA regulations which are discretionary with GSA and not required by law, other regulations, or Executive orders.

c. Charges against unions. File Unfair Labor Practice (ULP) charges against labor organizations.

13. Reasonable Accommodation.

a. Promulgates policy to regions. 42 U.S.C. 12116

b. Tracks use and training.

14. Part-time employment.

a. Identifies positions which can be staffed on a part-time basis. (5 U.S.C. 3402(a)(1)(A))

b. Grants exceptions to permit part-time employees to work regularly from 1 to 15 hours per week. (5 U.S.C.3402(a)(3))

15. Pay Incentives and Differentials.

a. Issues wage rate schedules for positions whose rate of pay is fixed with reference to prevailing local rates. (5 U.S.C. 5343)

b. Makes annual determinations for premium compensation on an annual basis be paid to certain firefighters and law enforcement officers (5 CFR 550.181 thru 187 (availability pay for Law Enforcement Officers), 5 U.S.C. 5545b (Pay for Firefighters), and 5 CFR 550.141 thru 164 (Annual standby pay).

c. Provides agencywide policy guidance for granting cost-of-living allowances and living quarters allowances:

(1) Advises and provides policy guidance for granting allowances and differentials for employees stationed in foreign areas (Department of State Standardized Regulations (DSSR) Chs. 100, 200, and 500)

(2) Advises on and provides policy guidance for granting cost of living allowances for employees stationed in non-foreign areas (OPM Regs. at 5 CFR 591, Subpart B)

d. Advises on and provides policy guidance used in determining the eligibility of employees for advance payments, evacuation payments, and special evacuation allowances; approve waivers of recovery; and grant extensions for continuation of evacuation payments in accordance with 5 U.S.C. 5521 thru 5527, DSSR Chapter 600; and 5 CFR 550.401 thru 409.

e. Advises on and provides policy guidance used to grant grade and/or pay retention to eligible employees under circumstances when it is not mandatory.

Must be exercised in accordance with applicable laws and regulations and agency policy

f. Certifies the necessity of special salary rates in GSA and availability of funds for special salary rate authorizations which cover fewer than 1000 General Schedule employees and cost less than \$4 million.

Authority limited to rates that cover fewer than \$4 million. The Chief Financial Officer concurrence is required.

g. Provides policy and procedural guidance and interpretation for using a special salary rate as a highest previous rate. (5 CFR 531.203)

Must be exercised in accordance with applicable law and prescribed agency policy in the Pay Administration and Position Classification Handbook (OAD P 9550.1).

h. Authorize the payment of a supervisory differential to GS supervisors who provide direct technical supervision over one or more higher paid civilian employees where the positions of the subordinates are not under the General Schedule. (5 CFR 575.402)

Must be exercised in accordance with applicable laws, regulations, and agency policy.

i. When there is difficulty in obtaining employees to perform required personal services because of the restrictions in 5 U.S.C. 5533(a) on pay for more than one position for more than 40 hours a week, may make an exception to the restriction upon a determination that the required services cannot be readily obtained otherwise. The exception shall specify the position(s) to which it applies. (5 U.S.C. 5533; 5 CFR 550.504)

j. Designates worksites within "normal" commuting patterns as remote and establishes allowance rates for each post of duty determined to be remote. (5 U.S.C. 5942; 5 CFR 591.301 et seq.)

k. May approve the appointment of persons at pay rates above the minimum for the grades because of superior qualifications of the candidate, or to satisfy special needs of the agency for the candidates' services. (5 U.S.C. 5333)

Advanced in-hiring rates based on the candidate's current actual salary are subject to EX-I aggregate pay limitation.

l. May approve a recruitment or retention incentive to fill a position with a high quality candidate from outside Federal employment (new appointee) when the agency has determined that the position is likely to be difficult to fill in the absence of an incentive. (5 U.S.C. 5753; 5 CFR 575.109)

1. May not be re-delegated below the Human Resources Officer level.
2. Approving authority must be at a higher level than the recommending official.
3. Incentives may not exceed 25 percent of basic pay multiplied by the number of years in the service period (not to exceed 4 years) and are subject to EX-I aggregate pay imitation.
4. Incentives may not be authorized for any category listed in 5 CFR 575.104 without the prior approval of the OPM.
5. The appointee must execute a written agreement to remain with GSA for a minimum of 12 months. (5 CFR 575.110)

m. May approve a relocation incentive for an employee who must relocate to accept a

1. Incentives of \$10,000 or more in total or aggregate, must be approved by the Chief People

mission critical or hard to fill position. (5 U.S.C. 5753)

Officer (CPO). Incentives, in any dollar amount, that are to be given in combination or in addition to other initiatives (e.g., SQA), must be reviewed and approved by the CPO. CPO IL-05-3A requires CPO approval on relocations of less than 50 miles, regardless of the dollar amount of the incentive.

2. May not be redelegated.

3. Incentives may not exceed 25 percent of basic pay multiplied by length of the service agreement, not to exceed 4 years. Total payment may not exceed 100% of annual pay at the beginning of the service period.

4. Incentives may not be authorized for any category listed in 5 CFR 575.204 without the prior approval of the OPM.

n. May approve a retention allowance for an unusually high quality employee or one for whom GSA has a special need and for who, in either case, would otherwise leave the Federal Government. (5 U.S.C. 5754; 5 CFR 575.301)

1. Approving authority must be at a higher level than the recommending official.

2. The incentive may not be authorized for any category of employee listed in 5 CFR 575.304 without prior approval of OPM.

3. Retention incentives may not exceed 25 percent of basic pay and are subject to EX-I aggregate pay limitation.

4. The CPO must certify in writing, at least annually, whether the payment is still warranted.

o. May approve a group retention allowance for a category of unusually high quality employees or a category of employees for whom GSA has a special need and for whom, in either case, there is a high risk that a significant number in the targeted category would otherwise leave the Federal Government. (5 CFR 305(b))

1. May not be re-delegated.

2. Group retention incentives may not exceed 10 percent of basic pay and are subject to EX-I aggregate pay limitation.

3. A group retention allowance for a category of employees determined to overlap more than one of the regions, Central Office must be approved by the Administrator.

4. Approving authority must be at a higher level than the recommending official.

5. The incentive may not be authorized for any category of employee listed in 5 CFR 575.304.

6. The approving official must certify in writing, at least annually, whether the payment is still warranted.

p. Develops requests to OPM to increase group retention incentives to more than 10

CPO must ensure regulatory review and compliance. All requests must be approved by the

percent. (5 CFR 575.309)

q. May approve a student loan repayment (SLR) of not more than \$10,000 annually or \$60,000 overall per employee under 5 U.S.C. 5379 and 5 CFR part 537.

r. Respond to claims under the Fair Labor Standards Act (FLSA) filed with GSA concerning GSA FLSA exemption status determinations, minimum wage entitlements, or FLSA overtime pay entitlements in accordance with 5 CFR Part 551.

s. Respond to back pay claims under the 5 U.S.C. 5596 and 5 CFR 550 subpart H.

t. May grant an exception to the prohibition on premium pay for periods of training. (5 U.S.C. 4109; 5 CFR 410.402(b))

u. May approve waivers to the biweekly maximum earnings limitation on basic and premium pay under 5 CFR 550.105 during emergencies posing a direct threat to human life or property. (5 CFR 550.106)

16. Worklife programs.

a. Develops agency policy.

b. Implements employee benefits and work life programs including retirement, health benefits, life insurance, long term care insurance, flexible spending accounts, health care savings accounts, survivor benefits, employee assistance programs, telework, child care subsidies, transit benefit programs, and others.

17. Human capital accountability.

a. Conducts human resources evaluations and directs corrective action in cases of regulatory or legal noncompliance.

b. Provides binding advisory opinions

Administrator before going to OPM.

1. May not be re-delegated. However, renewal of existing agreements may be redelegated.

2. To receive an SLR, an employee must execute a service agreement to remain with GSA for a minimum of 3 years

3. A written determination supporting either recruitment or retention need is required to meet the requirements under 5 CFR 537.105 and GSA policy.

4. The renewal of a service agreement must be done prior to expiration of the existing service agreement.

May not be re-delegated below the Human Resources Officer level.

May not be re-delegated below the Human Resources Officer level.

Authority may not be re-delegated below the Human Resources Officer level.

on classification actions, post-audits, staffing actions, and directs corrective action.

c. Recommends to the Administrator that human resources authorities delegated to the Heads of Services and Staff Offices and the Regional Administrators be withdrawn in cases of legal or regulatory noncompliance or abuse of authority.

d. Strategic Alignment of Human Capital Strategies:

(1) Develops the Agency Human Capital Management Strategy (HCMS)

(2) Ensures alignment with mission, goals, and organizational objectives.

(3) Ensures integration of HCMS with the Agency Strategic Plan and performance budget

e. Leadership and Knowledge Management Strategies:

(1) Develops the Agency Leadership and Knowledge Management Strategy

(2) Ensures the continuity of leadership competencies

(3) Ensures that knowledge is shared across the organization

f. Results Oriented Performance System:

(1) Develops the Agency performance management system

(2) Ensures differentiation between high and low levels of performance

(3) Ensures linkage with organizational goals and desired results

(4) Ensures the Agency reward system is consistent in its linkage of performance, results, and reward.

g. Strategic Alignment of Human capital Strategy:

(1) Develops the Agency

strategy to ensure the agency has quality employees with appropriate competencies in support of the Agency's mission and mission critical areas.

(2) Develops the Agency strategy to address succession management for leadership and mission critical occupational positions within GSA

(3) Develops the Agency strategy to identify, assess, and address skill, knowledge, and competency requirements and gaps for all occupations used in the agency.

18. Reduction-in-force (RIF).

a. Determine that a reduction-in-force is required because of a lack of work or funds, changes in positions resulting from reorganizations, changes in positions resulting in downward reclassification, or the need to create position vacancies for employee with reemployment or restoration rights.

OPM regulations must be followed. Potential RIF's must be coordinated with the Chief People Officer and the appropriate Head of Service or Staff Office or Regional Administrator. . The following RIF actions, both Central Office and regional, require the concurrence of the Chief People Officer:

1. Actions involving 50 or more employees;
2. Actions resulting from Central Office directed reorganizations;
3. Actions affecting more than one competitive area;
4. Actions involving position changes between the Central Office and one or more regions; and
5. Actions involving position changes between regions or between Central Office Services and Staff Offices.

b. May change competitive areas in reductions-in-force. (5 CFR 351.402(c))

Decisions to establish smaller competitive areas shall not be arbitrary or capricious and the resulting areas established must provide adequate competition.

19. Retirement coverage. Makes agency requests to OPM for obtaining special retirement coverage for law enforcement officers and firefighters employed under the Civil Service Retirement System (CSRS) (5 U.S.C. 8336(c) and the Federal Employees Retirement System (FERS). (5 U.S.C. 8412(d))

20. Separation Incentives.

a. Develops requests to OPM to gain authorization for the use of Voluntary Separation Incentive Payment (VSIP or "buyout") authority

under Section 1313(b) of PL 107-296, and Voluntary Early Retirement Authority (VERA or "early retirement"), under 5 CFR 831.114 and 5 CFR 842.213, for GSA organizations or other agency components.

b. Upon approval of a VSIP/VERA authority by OPM and a determination that the utilization of VSIP/VERA separation incentives are warranted, provides formal buyout and/or early retirement offers to specific, impacted employees.

c. Approves, on behalf of both the OCPO and GSA, the Binding Separation Agreements submitted by employees, who have formally received a VSIP and/or VERA offer, and who have elected to separate from GSA under one or both of these incentives.

21. Time and leave.

a. Hours of duty.

(1) Modify the basic workweek established by the Administrator with respect to calendar days of the week and hours of the day for particular services that must be provided around the clock and/or 7 days of the week, provided that the total hours in the basic workweek shall not exceed 40 and shall be performed within not more than 6 of any 7 consecutive days. Establish special tours of duty to permit employees to participate in courses at nearby colleges, universities, or other educational institutions that will equip them for more effective work in the agency. (5 U.S.C. 6101(a); 5 CFR 610.101 thru 123)

The Chief People Officer's authorization to modify the basic workweek may only be exercised for groups of 50 or less employees.

(2) Establish a regularly scheduled administrative workweek in excess of 40 hours per week for maintenance employees who, by the nature of their work, are required to be at their post of duty for continuous periods in excess of 8 hours, provided that all such regularly scheduled service shall be performed within not more than 6 of any 7 consecutive days. (5 U.S.C. 6101(a); 5 CFR 610.111)

(3) Adjust the opening and closing hours of the basic 8-hour workday in order to promote efficiency and further the interests of the Government: In the Metropolitan Washington, DC area for both Central Office and regional employees.

This authority is limited to adjustments when neither the current nor the proposed hours of duty begin or end within either of the periods 6:30 to 9:30 a.m. or 3:00 to 6:00 p.m.; or adjustments affecting fewer than 50 employees.

(4) Authorize the closing of GSA offices and the relieving of regular per annum, daily, hourly, and piecework employees from active

The Chief People Officer exercises this authority in the Metropolitan Washington, DC area and may authorize early dismissal in this area.

duty without charge to leave or loss of pay, if appropriate, because of interruptions in normal operations due to an emergency condition or when otherwise considered necessary. (5 CFR 610.301 thru 306).

(5) Establish flexible and/or compressed work schedules in accordance with GSA time and leave policies.

b. Adjustment of working hours. Modify the working hours of individual employees when it is in GSA's interest when individual needs of employees can be accommodated for legitimate reasons and the work of the agency will not be impeded. (5 U.S.C. 6101)

c. Overtime. Order or approve overtime duty.

d. Denial of leave because of public exigency. Determines that an exigency of the public business is of such importance the employees may not use annual leave to avoid its forfeiture under normal rules governing maximum accumulation. (5 CFR 630.305)

e. Excused absence. Determine whether to grant excused absence (administrative leave) for individual employees under appropriate circumstances and the appropriate amount of such leave.

f. Advance of sick leave. Approve advanced sick leave up to 240 hours to employees in appropriate circumstances. (OAD P 6010.4)

g. Voluntary leave transfer program and Emergency Leave Transfer Program.

(1) Approve or deny an application to be a leave recipient under the Voluntary Leave Transfer Program. (5 CFR 630.905)

(2) Approve or deny an appeal from applicants denied approval to become leave recipients.

1. This authority is limited by the provisions of negotiated agreements with labor organizations

2. Officials to whom SES members report have the authority to establish or to decline to establish a maxiflex schedule in their organizations and may eliminate the maxiflex schedule at will. Only SES members who volunteer for it are eligible for the maxiflex schedule.

Where the justification for modification of working hours is based on reasons of health of an employee or a member of the employee's family, it shall be supported by a physician's certificate. The modification of working hours in these instances will be of temporary duration and will have a specified termination date.

Must be exercised in accordance with agency policy set forth in OAD P 6010.4.

Approval of the Administrator is required whenever the leave of the determining official or his or her immediate staff is affected. This authority may be re-delegated only to officials who report directly to the Chief People Officer, To be restored due to an exigency, leave must be requested and approved before the beginning of the third pay period before the end of the leave year.

Must be exercised in accordance with the limitations prescribed by agency policy (OAD P 6010.4 Ch-8) and applicable decisions of the Comptroller General of the United States or OPM.

Must be exercised in accordance with OAD P 6010.4, Time and Leave Administration.

Must be exercised in accordance with agency policy set forth in OAD P 6010.4.

(3) Approve or deny an application to be a leave recipient under the Emergency Leave Transfer Program. (5 CFR 630.1105)

(4) Approve or deny an appeal from applicants denied approval to become leave recipients.

22. Training.

a. Approve their own training requests, as well as such requests for employees of their organizational units. (5 U.S.C. Ch. 41; 5 CFR Part 410)

b. May develop and implement training agreements in which intensive training is to be used as a substitute for normal qualification standard requirements, including time-in-grade requirements

Must be exercised in accordance with OAD P 9410.1, Employee Development and Training.

Training agreements:

1. Must not be used for moving temporary or excepted employees into career or career-conditional positions unless proper authority exists;

2. Cannot impose any form of positive educational requirements except those already required nor serve as the authority for waiving such requirements;

3. Must conform to all requirements of the Fair Labor Standards Act appropriation act provisions, or other applicable statutes or policies;

4. Must specify that at least 50 percent of the training must be in the target occupation or directly related fields;

5. May not provide for noncompetitive re-promotion to former grades for those who took involuntary downgrades and failed to complete the training satisfactorily;

6. May be the basis for crediting qualifications or service at an accelerated rate only when making assignments to positions under the agreement. They may not provide accelerated credit for qualifications earned in training by anyone who leaves the program. m without reaching the target position;

7. Must demonstrate the existence of a recruitment and/or retention problem which can be relieved through use of rapid promotional advancement if it is used as an exception to time-in-grade. However, those which provide for accelerated promotions may not be used to permit consecutive promotions at an accelerated rate; and

8. May provide for movement of trainees to positions in the Senior Executive Service (SES) only in accordance with general SES requirements.

Authority may not be re-delegated below the Human Resources Officer level.

c. May grant an exception to the following constraints on training in 5 U.S.C. Ch. 41 (Not covered by other delegations) (5 U.S.C. 4102(b))

(1) The limitation on the extent to which an agency may pay for the transportation of a trainee's family, household goods, and personal effects to and from the training site. (5 U.S.C.4109(a)(2)(B); 5 CFR 410.403)

(2) The prohibition against training to obtain an academic degree to qualify for a position for which a degree is a basic requirement. (5 U.S.C. 4107(a) (1); 5 CFR 410.308))

This authority may be exercised only after it is certified that upward mobility exists and only in an occupation with a degree requirement

23. Travel and transportation incident to employment.

a. May approve the determination that a pre-employment interview is necessary and may pay for the travel and transportation expenses for such. (5 U.S.C. 5706b)

GSA travel regulations (PFM P 4290.1) and agency record keeping procedures must be followed.

b. May pay candidates for SES positions travel expenses incurred incident to pre-employment interviews. (5 U.S.C. § 5752)

GSA travel regulations (PFM P 4290.1) must be followed.

c. May pay the travel and transportation expenses of new appointees to any position. (5 U.S.C. § 5723(a))

GSA travel regulations (PFM P 4290.1) must be followed. The appointee must execute a written agreement to remain in Government service for 12 months after appointment or assignment. (5 U.S.C. 5723(b))

d. May approve permanent change of duty stations (PCS) allowances for last move home of SES career appointees upon retirement.

GSA travel regulations (PFM P 4290.1) must be followed.

24. Miscellaneous. May determine that GSA has taken over a public or private enterprise, or an identifiable unit thereof, and that a position has thereby been brought into the competitive service along with its incumbent. (5 CFR §§ 316.701 and 702)

This authority does not include revoked, excepted service positions; i.e., schedule C, or positions for which statutory appointing authority still exists except when such a takeover is specifically required by statute.

25. Procurement and contracting. Procures in-house training and educational services to be rendered by universities, colleges, or other educational institutions and instructional services or new training courses needed by GSA. Makes purchases and contracts for operating equipment and supplies, administrative equipment, office

Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (GSAR 501.603)

supplies, consulting services, professional services and non-personal services for use by the office in carrying out its responsibilities as described in the GSA Organization Manual. This includes the authority and responsibility for making determinations and decisions required by law, regulation, or agency directive, including but not limited to the Federal Acquisition Regulation and the GSA Acquisition Regulation relating to the acquisition of property and services.

26. Interagency agreements. Executes memorandums of understanding and agreements with other agencies to provide or receive human resources services, including information technology support, on a reimbursable basis. (40 U.S.C. §§ 501, 502; 31 U.S.C. § 1535)

27. Human Resources Information Technology. Manages all human resources information technology (HRIT) programs and systems of GSA.

a. Authorizes investment in GSA HRIT systems; monitors and evaluates the performance of those systems; and makes decisions to modify or terminate those systems.

b. Promotes the effective and efficient design and operation of all HR information resources management processes for GSA, including improvements to HR work processes of GSA.

c. Provides HR information security protection, policy, and operations commensurate with the responsibilities described in 44 U.S.C. § 3544.

28. FOIA Appeals
Decide appeals of denied records kept by the General Services Administration (41 CFR § 105-60.403)

1. Review by the Office of General Counsel in consultation with appropriate regional and Central Office officials is required on FOIA Act appeal responses.

2. In the case of the Civilian Board of Contract appeals, the legal counsel will be the Board Counsel.

3. In cases where the Chief People Officer has made the initial denial, the Commissioner of FAS becomes the deciding official.

4. The Inspector General is the deciding official for records under his/her jurisdiction.¹

29. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

30. Common authorities. (See Part 2, Chapter 2, of this Manual)

31. Financial Management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE CHIEF PEOPLE OFFICER (CPO) TO OCPO
OFFICIALS (RESERVED)

CHAPTER 8. OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHIEF FINANCIAL OFFICER

Nothing in this Chapter is intended to be in derogation of the authority given the Inspector General under the Inspector General Act of 1978, as amended. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General Act.

Delegated Authority

Limitations

1. Financial management policies and internal controls.

a. Serves as both chief financial management policy officer of GSA and chief financial management advisor to the Administrator. (31 U.S.C. § 902(a))

b. Participates as a member of the GSA's Management Control Oversight Council.

c. Formulates financial management and accounting policies for the agency Controllers. (31 U.S.C. § 902(a)(2))

d. Implements internal controls to ensure compliance throughout the agency with applicable accounting standards and principles and Federal financial management system standards, including Federal financial management system requirements, Federal accounting standards, and Standard General Ledger classification and posting and recording requirements at the transaction level (including the Standard General Ledger and the Core Requirements for Financial Systems). (31 U.S.C. § 902(a)(3))

e. Directs, manages, and provides policy guidance and oversight of agency financial management, personnel, activities, operations, and financial management systems including (1) preparation and annual revision of agency 5-year financial management plans fulfilling GSA's requirement under OMB Circulars A-127, Financial Management Systems, and A-123, Management's Responsibility for Internal Controls, and (2) development of agency financial management budgets. (31 U.S.C. § 902(a)(5))

f. Ensures adequate controls over all financial areas to include the following areas:

(1) Cash management operations; (31 U.S.C. §§ 902(a)(5), 1535, 3325,

3512, and 3726; 40 U.S.C.321(d); 7 GAO, Ch. 1-8; I TFM 4-2040.30, 3025; and 42 U.S.C. 405(p)

(a) Accounts for funds rendered by disbursing officers, and other financial and accounting documents involving GSA, the Government Accountability Office (GAO), and the Department of the Treasury. (7 GAO, ch. 1-8; 31 U.S.C. § 3512

(b) Authorizes officers and employees to certify vouchers. (31 U.S.C. § 3325)

(c) Designates certifying officers and notifies the Chief Disbursing Officer, Division of Disbursement, Department of the Treasury, of the designations. (I TFM 4-2040.30)

(d) Makes determinations concerning the necessity of requiring advance payments by requisitioning agencies because of the insufficiency of capital in the Acquisition Services Fund (ASF), and enters into agreements with requisitioning agencies for the making of advance payments. (40 U.S.C. § 321(d)(3)(A)).

(e) Initiates action to obtain reimbursement by lawful transfer documents of delinquent amounts due from requisitioning agencies. (40 U.S.C. § 321(d)(3)(C)

(f) Renders written decisions on questions raised by disbursing or certifying officers pertaining to proposed payments of \$100 or less. (7 GAO 8.3)

(g) Renders written administrative determinations for GAO concurrence if an accountable officer should be relieved of responsibility for a loss, shortage, or theft over \$3,000. (7 GAO 8.4)

(2) Credit management; (31 U.S.C. 902(a)(5); 26 U.S.C. 168; 5 U.S.C. 5514; and I TFM 6-1000, 2000) (40 U.S.C. §§ 543 and 574)

(a) Determines the rate and cycle of installment deduction for indebtedness of employees resulting from erroneous payment by GSA to or on behalf of these employees. (5 U.S.C. § 5514)

(b) Authorizes

establishment of letters of credit for advance financing in accordance with Department of the Treasury Circular 1075, Revised. (I TFM 6-1000 and 2000)

(c) Renders financial services to contracting officers, including advice on credit terms and conditions of proposed credit sales of surplus property, and opinions on the financial responsibility of prospective purchasers of surplus property. (40 U.S.C. § 543)

(d) Performs financial servicing on any credit, lease, or permit, and security therefore, involving credit that has been extended in connection with any disposition of surplus property. (40 U.S.C. §574)

(e) Executes, on behalf of GSA, Interim Obligation to the Federal Financing Bank (FFB) for funds borrowed by GSA.

(3) Debt collection operations: (31 U.S.C. § 902(a)(5); 42 U.S.C. § 05(p); 5 U.S.C. § 5584; Title V of Pub.L. 95-431; 31 U.S.C. § 3711; 26 U.S.C. §6103(m)(2); 31 CFR Part 900)

(a) Makes determinations concerning performance of service, the periods of this service, and the amounts of remuneration for Social Security purposes. (42 U.S.C. § 405(p))

(b) Waives, in whole or in part, claims of the United States against GSA employees for erroneous payment of pay and allowances and of travel, transportation, or relocation expenses and allowances. (5 U.S.C. § 5584; P.L. 104-316)

(c) Reports delinquent commercial and consumer debts to credit reporting agencies, and requests disclosure by the Secretary of the Treasury of the mailing address of a taxpayer for purposes of locating the taxpayer to collect or compromise a Federal claim. (31 U.S.C. § 3711(e); 26 U.S.C. § 6103(m)(2); 31 U.S.C. § 901.11)

(d) In coordination with the Office of General Counsel, terminates collection action on uncollectible accounts once all collection efforts have been exhausted. (31 U.S.C. § 3711(a)(3); 31 CFR § 903.1)

(i) Approves write-offs for non-Federal uncollectible accounts for

Contracting officer authority is restricted to financial management and accounting responsibilities and information technology systems and services to support financial management operations and may be re-delegated to the Deputy CFO.

Refers all unresolved claims to the Office of General Counsel.

Refers accounts exceeding \$100,000 to the Department of Justice and the Government

amounts exclusive of interest, penalties, and administrative, costs up to \$100,000 (31 U.S.C. § 3711; 31 CFR § 903.1)

Accountability Office, through the Office of General Counsel for advisory opinion, litigation, or other collection action, as appropriate.

(ii) Approves write-offs for Federal accounts.

(4) Real property, equipment and inventories. (31 U.S.C. § 902(a)(5); 40 U.S.C. §§ 524(a), 543, 574)

(a) Determines, in all cases when authority to make these determinations is vested in the Administrator, costs incident to care, and handling of excess property. (40 U.S.C. § 526)

(b) Certifies to the Government Accountability Office (GAO) any charge against any officer or agency entrusted with public property, arising from any loss and accruing by his or her fault to the Government as to the property so entrusted.

g. Provides policy guidance and oversight of contract administration that ensures timely and accurate information on contract disbursements in relation to projected costs and actual commitments and test results (if any), including cost estimates for major procurements. (31 U.S.C. § 902(a)(5))

2. Financial management systems.

a. Manages directly, and/or monitors, evaluates and approves the design and internal controls, budget, development, implementation, operations, and enhancement of agencywide and Services and Staff Offices' accounting, financial, payroll, and asset management systems. (31 U.S.C. § 902(a)(5))

b. Clears the design for other information systems that provide, at least in part, financial and/or program performance data used in financial statements, solely to ensure that CFO needs are met. (31 U.S.C. § 902(a)(5))

c. Ensures that program information systems provide financial and programmatic data (including program performance measures) on a reliable, consistent, and timely basis to agency financial management systems. (31 U.S.C. § 902(a)(3))

d. Evaluates, where appropriate, the installation and operation of such systems,

including related internal controls. (31 U.S.C. § 902(a)(3))

e. Provides guidance as the responsible official for financial information, participates in agencywide councils and decisions, and appeals to the agency head IT decisions affecting financial management of which he/she disapproves. (31 U.S.C. § 902(a)(2))

3. Financial analysis and performance reports.

a. Mandates agencywide, and for agency program and financial components, data and reporting format requirements (consistent with OMB guidance). (31 U.S.C. §§ 902(a)(3), 3512)

b. Reviews and approves financial reports and statements prepared for transmittal to the agency head, OMB, the President, the Congress, GAO, Department of the Treasury, or external groups. (31 U.S.C. §§ 902(a)(3), 1501, 3512; 7 GAO ch. 1-8)

Transmittal of reports to the President, significant reports to Congress, and formal transmittals to GAO requires the review and approval of the Administrator.

(1) Certifies that recorded obligations are valid and meet legal definitions and criteria; (31 U.S.C. §§ 1501, 1515)

(2) Approves reports to external authorities on budget execution on an obligation basis and an accrual basis. (31 U.S.C. §§ 1501, 1515)

c. Prepares consolidated financial statements and works with the Inspector General and other auditors to improve the statements' independent review and auditability. (31 U.S.C. § 902(a)(6))

d. Develops, in coordination with program managers, financial and programmatic performance indicators for inclusion in financial systems and financial reports and statements. In coordination with the Office of General Counsel, terminates collection action on uncollectible accounts once all collection efforts have been exhausted. (31 U.S.C. § 902(a)(7))

e. Ensures that data included in financial reporting (including program performance measures) becomes auditable. (31 U.S.C. § 902(a)(3))

f. Advises and provides direction to program managers on financial management matters. (31 U.S.C. § 902(a)(3))

4. Budget and accounting resources.

a. Approves planning, budget formulation, and legislation affecting financial management (FTE, salaries and expenses, systems, other equipment), at both the agency and Service Controller levels. (31 U.S.C. §902(a)(5))

b. Monitors and approves the structure of budget execution (including agency requests for apportionment and agency allotments) in the manner and time frame prescribed by Office of Management and Budget (OMB). (31 U.S.C. §§ 902(a)(7), 1511-1517)

(1) Approves apportionment and re-apportionment requests for each appropriation and fund required to be apportioned, in the manner and time frame prescribed by OMB. (31 U.S.C. § 1513(b))

(2) Administers the GSA system for the administrative control of appropriations and funds designed to restrict obligations and expenditures to the amounts of apportionments or reappportionments, and to fix responsibility for an obligation or expenditure exceeding an apportionment or reappportionment. (31 U.S.C. § 1514(a))

(a) Issues and receives allotments that make apportioned funds available for obligation, and that convey legal responsibility for complying with the terms of apportionments and reappportionments. (31 U.S.C. § 1512(b)(2))

Legal authority/responsibility may not be redelegated by the CFO.

(b) Administratively subdivides apportioned funds into allotments which are made available into allowances that provide named officials (allowees) with amounts approved for obligation. (31 U.S.C. § 1513(d))

c. Reviews all major legislative and other programmatic proposals (including major procurements and changes in credit programs) in order to provide advice to the head of the agency on Federal cost and program benefit estimates. (31 U.S.C. § 902(a)(8))

d. Reviews, on a biennial basis, the fees, royalties, rents, and other charges imposed by the agency, and reviews the rate setting processes to provide information to the Administrator on whether those charges reflect agency costs. (31 U.S.C. § 902(a)(8))

e. Executes memorandums of

understanding and agreement with other agencies that provide for GSA furnishing accounting and payroll services on a reimbursable basis. (40 U.S.C. §§ 501, 502; 31 U.S.C. § 1535)

5. Financial management personnel.

a. Makes recommendations to the head of the agency on the selection of the agency Deputy Chief Financial Officer. (31 U.S.C. § 902(a)(4))

b. Approves jointly with the Heads of Services the selection of Service Controllers. (31 U.S.C. § 902(a)(5)(c))

c. Approves jointly with the Heads of Staff Offices and Regional Administrators the selection of the OGP, and OCS Controller. (31 U.S.C. § 902(a)(5)(c))

d. Approves job descriptions and skill requirements for the Service Controllers and the OGP, and OCS Controller. (31 U.S.C. § 902(a)(5))

e. Participates with Heads of Services in the annual performance evaluation of the Service Controllers regarding financial management activities. (31 U.S.C. § 902(a)(5))

f. Participates with the Heads of Staff and Regional Offices in the annual performance evaluation of the OGP, and OCSC Controller regarding financial management activities. (31 U.S.C. § 902(a)(5))

g. Provides agencywide policy advice on the qualifications, recruitment, performance, training, and retention of all financial management personnel, to better ensure a cadre of qualified financial management professionals throughout the agency. (31 U.S.C. § 902(a)(5))

6. Internal Controls (Federal Managers' Financial Integrity Act, Sections 2 and 4) and Federal Financial Management Improvement Act).

a. Directs and provides policies and procedures for the Agency's work relative to Sections 2 and 4 of the Federal Managers' Financial Integrity Act (FMFIA) and OMB Circular A-123, A-127 and A-130.

b. Directs the reporting on the condition of internal controls within the agency. (31 U.S.C. § 902(a)(6))

c. Directs the system of management controls nationwide.

d. Directs the implementation of the Agency's annual 5-Year Management Control Plan. (31 U.S.C. § 902(a)(5)(A))

e. Monitors progress GSA makes toward correcting reported material control weaknesses and system non-conformances. Provides technical assistance to mitigate and correct reportable conditions pertaining to financial reporting, IT security controls for financial management systems, or other internal controls.

7. Audit Resolution and Followup System.

a. Formulates audit resolution and followup system policies and monitors the Agency's audit followup system, the resolution of audit recommendations, and prompt implementation of corrective actions. ADM P 2030.2D, March 2, 2011; Sec. 810, P.L. 104-106, Feb. 10, 1996)

b. Directs the operation of the agency's audit followup system and advises the Audit Followup Official of significant issues.

c. Directs the preparation of written statements to the Office of Management and Budget and the Congress on GAO reports.

d. Directs and provides oversight of the tracking of the Agency's nationwide implementation of internal reviews and formulates the Agency's annual internal review plan.

e. Provides technical assistance and advice to effectively address issues and document actions taken with respect to audits, internal review, etc. Seeks to ensure that timely and cost-effective corrective actions are being taken across the agency.

8. Interagency Agreements. Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), and other agreements. Enters into MOUs, MOAs, interagency agreements, and other similar agreements for those activities for which the Office of the Chief Financial Officer has responsibility. This includes authority and responsibility for making determinations and decisions required by any law, regulation, or agency directive relating to the use of the agreement. (40 U.S.C. §§ 501, 502; 31 U.S.C. § 1535; and any other specific legal authority related to the action)

Delegation of authority for procurement and contracting is subject to the Contacting Officer Warrant Program (COWP) (GSAR 501.603)

9. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

10. Common authorities. (See Part 2, Chapter 2, of this Manual)

11. Financial Management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE CHIEF FINANCIAL OFFICER
TO OCFO OFFICIALS (RESERVED)

CHAPTER 9. OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE
CHIEF INFORMATION OFFICER

Nothing in this Chapter is intended to be in derogation of the authority given the Inspector General under the Inspector General Act of 1978, as amended. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General Act.

Delegated Authority

Limitations

1. Specific Authorities.

a. Manage information technology programs of GSA. Participate in the investment review process for information systems; monitor and evaluate the performance of those information systems; and advise the Administrator to modify or terminate those systems.

b. Ensure GSA compliance with information resources management responsibilities established under 44 USC 35, including reduction of information collection burdens on the public. (44 U.S.C. § 3501 et seq.)

c. Provide advice and other assistance to the Administrator and other senior management personnel to ensure that information technology is acquired and information resources are managed for the executive agency in a manner that implements the policies and procedures of this subtitle, consistent with chapter 35 of title 44 and the priorities established by the Administrator. (40 U.S.C. § 11315)

d. Develop, maintain, and facilitate the implementation of a sound and integrated information technology architecture for GSA (40 U.S.C. § 11315)

e. Promote the effective and efficient design and operation of all major information resources management processes for GSA, including improvements to work processes of GSA. (40 U.S.C. § 11315)

f. Monitor the performance of information technology programs of GSA, evaluate the performance of those programs on the basis of the applicable performance measurements, and advise the Administrator regarding whether to continue, modify, or terminate a program or project. (40 U.S.C. § 11315)

This authority may be re-delegated to the Heads of Services and Staff Offices and the Regional Administrators, as appropriate. The authority delegated is limited by the provisions of the Paperwork Reduction Act and the FIRMR.

This authority may not be re-delegated.

This authority may not be re-delegated.

This authority may not be re-delegated.

g. Annually, assess the requirements established for agency personnel regarding knowledge and skill in information resources management and the adequacy of those requirements for facilitating the achievement of the performance goals established for information resources management. (40 U.S.C. § 11315)

This authority may not be re-delegated.

h. Reports to the Administrator on the progress made in improving information resources management capability. (40 U.S.C. § 11315)

This authority may not be re-delegated.

i. Internal GSA Information Resources Management Program (44 U.S.C. § 3506)

This authority may not be re-delegated.

(1) Serves as GSA's designated senior official for the internal information resources management program.

This authority may not be re-delegated.

(2) Authorizes waivers to the application of Federal information processing standards as they apply to the internal GSA information technology program.

(3) Manages, oversees and provides policy for the internal information technology program as required by the Paperwork Reduction Act of 1980, as amended.

This authority may be re-delegated to the Heads of Services and Staff Offices and the Regional Administrators, as appropriate. The authority delegated is limited by the provisions of the Paperwork Reduction Act and the FIRMR.

(4) Manages, provides, operates, and determines reimbursable costs for shared information processing and data communications support for use by GSA services and staff offices; provides information technology technical support and information technology program support.

This authority may be re-delegated to the Heads of Services and Staff Offices and the Regional Administrators, as appropriate. The authority delegated is limited by the provisions of the Paperwork Reduction Act and the FIRMR.

j. Provide information security protections, policy, and operations commensurate with the responsibilities described in 44 U.S.C. § 3544.

k. Perform an independent evaluation of the information security program and practices to determine the effectiveness of such program and practices. (44 U.S.C. § 3535)

l. Executes Memorandum of Understanding and Agreements with other agencies for those activities for which the Office of Chief Information Officer has responsibility. 40 U.S.C. §§ 501, 502, 31 U.S.C. § 1535 and any other specific legal authority related to this action.

2. Internal GSA records management.

a. Designates a representative to certify for the Administrator by preparing and signing Request for Records Disposition Authority that the listed records will cease to have sufficient value to warrant further retention after the time periods specified. (44 U.S.C. § 3303)

b. Designates an official to obtain approval of the Comptroller General of the United States for the disposal of certain classes of records relating to claims and demands by or against the Government or to accounts in which the Government is concerned. (44 U.S.C. § 3309)

3. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

4. Common authorities. (See Part 2, Chapter 2, of this Manual)

5. Financial Management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE CHIEF INFORMATION OFFICER
TO OCIO OFFICIALS (RESERVED)

CHAPTER 10. OFFICE OF COMMUNICATIONS AND MARKETING (OCM)
PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE
ASSOCIATE ADMINISTRATOR FOR COMMUNICATIONS AND MARKETING

Nothing in this Chapter is intended to be in derogation of the authority given the Inspector General under the Inspector General Act of 1978, as amended. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General Act.

1. Human capital authorities. (See Part 1 of Chapter 2 of this Manual)
2. Common authorities. (See Part 2 of Chapter 2 of this Manual)
3. Financial Management authorities. (See CFO P 5450.1)

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CHAPTER 11. OFFICE OF GENERAL COUNSEL (OGC)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE GENERAL COUNSEL

Under the authority of section 3(g) of the Inspector General Act, the Inspector General is represented by its own legal staff in all applicable matters discussed in this Chapter. This Chapter also does not affect the agreement entered into by OGC and the Inspector General for coordination of agency position when the DOJ is representing the agency on False Claims Act or Truth in Negotiations Act cases arising out of contracts awarded by the Agency.

Delegated Authority

Limitations

1. Responsibilities. Responsible for providing all legal services to the services, staff offices and regions within GSA, except those in support of the Office of Inspector General and the Civilian Board of Contract Appeals, to ensure full implementation of GSA's statutory responsibilities and all policies. (41 CFR § 105-53.138)

2. Representation before adjudicating fora. Appears on behalf of the Agency as counsel of record in matters brought before the Civilian Board of Contract Appeals (CBCA), Government Accountability Office (GAO), Merit Systems Protection Board (MSPB), Equal Employment Opportunity Commission (EEOC), Federal Labor Relations Authority (FLRA), Arbitrators appointed in accordance with negotiated grievance procedures, and miscellaneous other fora. Assists the Department of Justice (DOJ) in litigation matters involving the agency for which DOJ represents the government. Determines the Agency's position and strategy. Communicates the Agency's position to the forum and to other parties to the matter. Subject to the rules of the forum, conducts discovery and other litigation procedures, presentation of evidence and examination of witnesses on behalf of the Agency. Binds the Agency to stipulations made to other parties and to the forum. Executes written agreements to settle claims in litigation on behalf of the Agency, binding the Agency to commitments resulting in the payment of Treasury funds to claimants, other Agency actions, and the release of affirmative claims against other parties. Concurs on settlements proposed by DOJ in matters for which DOJ represents the government.

This authority is limited to the extent that authority to represent the Agency before particular fora is reserved exclusively to the Attorney General.

3. Representation to other entities. Represents the Agency to other Federal agencies, other government entities, and private parties. Receives notices, communications, and demands from such other entities on behalf of GSA.

4. Agent for service of process. Accepts service of process on behalf of the Agency. Accepts service of process on behalf of the Administrator and other Agency employees as to official matters only. Accepts service of process for legal demands for records or testimony specified in 41 CFR §105-60-603.

5. Certifying judgment fund payments. Executes on behalf of the Agency documentation required for the payment of judgments and settlements of claims in litigation from the Judgment Fund. Certifies that conditions for payment have been satisfied. (31 U.S.C. § 1304)

6. Settlement of Environmental Claims. Approves or disapproves the settlement of any alleged liability for the cleanup of sites on which hazardous substances have been improperly disposed, where responsibility for such improper disposal is legally attributable to GSA by virtue of its activities or those of its predecessor agencies.

Where settlement agreement requires the obligation of Agency funds, delegation of authority is subject to prior consultation with the affected service or staff office and CFO is required.

7. Representation before regulatory bodies. Represents Executive agencies in proceedings involving carrier and other public utilities before Federal and State regulatory bodies with respect to transportation and other public utility services for the use of these agencies.

8. Tort claims. Considers, compromises, and settles tort claims against GSA; but any award, compromise, or settlement of more than \$25,000 requires the prior written approval of the Attorney General or his/her designee. (28 U.S.C. §2672; 28 CFR part 14)

Where settlement agreement requires the obligation of Agency funds, consultation with the affected service or staff office and CFO is required.

9. Compromise of affirmative claims. Compromises, suspends, or terminates collection action claims by GSA on claims in favor of the Government in amounts not exceeding \$100,000 exclusive of interest. Refers claims over minimum amounts established by regulations to the Department of Justice and to the General Accountability Office for advisory opinion, litigation, or other collection action, as appropriate. (31 U.S.C. § 3711; CFO P 4235.1, CHGE 1, June 7, 2002)

Coordination with the CFO is required.

10. Claims of GSA employees (other than travel). Settles claims of GSA employees and other proper claimants for greater than \$2,500 against GSA that do not involve expenses incurred by Federal civilian employees on official travel, transportation, and relocation expenses. (31 U.S.C. §§ 3702, 3721; ADM 6200.3B, February 12, 2002)

11. Claims for recovery or erroneous payments. Settles claims pertaining to erroneous payments of pay and allowances and of travel, transportation and relocation expenses and allowances referred to OGC by the CFO. (5 U.S.C. § 5584; Pub. L. 104-316)

12. Delegation of authority. Certifies true copies of delegations of authority by the Administrator and redelegations by other GSA officials, and provides such further certifications as may be necessary to effect the intent of these delegations and redelegations, in form for recording in any jurisdiction, as may be required.

13. Authentication of records. Authenticates and attests copies of records created by GSA, furnishes authenticated copies of these records, and charges fees therefore.

14. Release of records. Furnishes copies of records in response to subpoenas duces tecum or other legal demands in appropriate cases. (41 CFR § 105-60.6)

15. Advance decisions. Renders decisions concerning a payment the disbursing official or head of the Agency will make; or a voucher presented to a certifying official for certification when requested by disbursing or certifying officials. (31 U.S.C. § 3529(b)(2)(B); Pub. L. 104-316)

16. Interagency agreements for legal services. Executes memoranda of understanding and agreement with other agencies that provide for litigation related support and assistance or other legal services by or for GSA on a reimbursable basis. (41 U.S.C. §§ 501, 502; 31 U.S.C. § 1535)

17. Standards of conduct. Serves as the Designated Agency Ethics Official and is responsible for administering titles I, IV, and V or the Ethics in Government Act of 1978 as amended (5 USC App, 3 Sec. 101-505) codifying Pub.L. 95-521, 92 Stat.1824) and regulations promulgated thereunder, and other statutes and regulations applicable to agency ethics matters. The General Counsel is responsible for coordinating and managing the Agency's ethics program. (5 CFR Part 2638) and serves as liaison to the Office of Government Ethics with regard to all aspects of the agency's ethics program. In addition, the General Counsel:

a. Serves as authorized agency designee to determine in advance whether the

agency may accept payment for employees and/or spousal travel to meeting or similar functions. (31 U.S.C. § 1353)

b. Grants exemptions or approvals (waivers) to an employee under sections 203, 205, and 208(b) of Title 18, United States Code.

18. Deliberative process privilege in litigation. Consistent with existing legal standards, invokes on behalf of the Agency the deliberative process privilege for withholding records or information in response to discovery requests and other legal demands for records or information in connection with litigation. This authority is separate from the authority to claim an exemption in response to a Freedom of Information Act (FOIA) request.

19. Redelegation. These authorities will be redelegated to the Regional Counsels

20. Human capital authorities. (See Part 1 of Chapter 2 of this Manual)

21. Common authorities. (See Part 2 of Chapter 2 of this Manual)

22. Financial management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE GENERAL COUNSEL TO OGC OFFICIALS
(RESERVED)

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CHAPTER 12. OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS (OCIA)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE ASSOCIATE ADMINISTRATOR FOR CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS

The authority of the Inspector General to review existing and proposed legislation and regulations relating to GSA's programs and operations is derived from Section 4(a) of the Inspector General Act of 1978, as amended. Similarly the authority of the Inspector General to communicate directly with Congress is derived from Section 2 of the Inspector General Act of 1978, as amended. As such, the Inspector General Act of 1978, as amended, provides the Inspector General with independent authority on legislative and congressional matters. Nothing in this Chapter is intended to be in derogation of the authority given the Inspector General under the Inspector General Act of 1978, as amended. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General's Act.

Delegated Authority

Limitations

1. Specific authorities.

a. Serves as the Agency's representative for legislative and congressional matters of GSA.

b. Develops and issues policies on the Agency's contacts with and submissions to Congress, in accordance with OMB Circular A-19.

c. Coordinates GSA's review, and agency comments on Legislative Referral Memoranda and other materials received from or submitted to the Office of Management and Budget for clearance.

d. Serves, along with the affected Regional Administrator, as the Agency's representative on intergovernmental (Federal, State and municipal governments) matters.

e. Enters into cooperative agreements and memoranda of understanding on behalf of GSA with Federal agencies for those activities in which the Associate Administrator for Congressional and Intergovernmental Affairs is responsible, on a reimbursable basis. (40 U.S.C. §§ 501, 502; 31 U.S.C. §1535)

2. Human capital authorities. (See Part 1 of Chapter 2 of this Manual)

3. Common authorities. (See Part 2 of Chapter 2 of this Manual)

4. Financial management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE ASSOCIATE ADMINISTRATOR FOR
CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS TO OCIA OFFICIALS

(RESERVED)

CHAPTER 13. OFFICE OF CITIZEN SERVICES AND INNOVATIVE TECHNOLOGIES (OCS)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE ASSOCIATE ADMINISTRATOR FOR CITIZEN SERVICES AND INNOVATIVE TECHNOLOGIES

Delegated Authority

Limitations

1. Consumer affairs. Coordinates consumer affairs activities for GSA, encourages Federal agencies to develop and release consumer product information, promotes greater public awareness of existing Federal publications through wide dissemination to the general public of the consumer information catalog and free publications. (EO 11566 of October 28, 1970)

2. Federal information. Coordinates Federal information dissemination activities for GSA for the purpose of informing the public of programs and procedures of the Federal Government and for other appropriate and related purposes. (Pub. L. 95-491 of October 20, 1978 and 40 U.S.C. §§ 304 and 305)

3. Federal Citizen Information Center Fund. Manages this fund which was established to provide for a business-like operation of FCIC activities, including providing various services to other government entities. (Pub. L. 98-63, July 30, 1983 and PL 109-115 of November 15, 2005)

4. E-Government Fund. Administers this fund to support projects approved by the Director of OMB, which enables the Federal Government to expand its ability to conduct activities electronically. (44 U.S.C. § 3604)

5. Web Management, Usability, and Search Best Practices. Manages the Interagency Committee on Government Information (ICGI) established to provide government wide leadership in the management and coordination of the categorization, searchability, and organization of information on Government websites. (The E Gov Act, Pub. L. 107-347 of December 17, 2002)

6. Memoranda of Understanding and other Agreements. Enters into Memoranda of Understanding, Interagency Agreements, and Cooperative Agreements for partnering efforts that improve Federal service to citizens, including but not limited to, promoting awareness of existing Federal publications and disseminating them to the general public. (40 U.S.C. §§ 501, 502; 31 U.S.C. § 1535)

7. Procurement and Contracting.

a. Procures non personal services for the use of executive agencies and performs functions related to procurement including contract issue and administration. This includes the authority and responsibility for making determinations and decisions required by law, regulation or agency directive, including but not limited to, the Federal Acquisition Regulation (FAR) relating to the acquisition of services.

b. Management of Government-wide IDIQ Call/Contact Center Contracts. Manages the administration and award of contracts for call/contact center services that may be used on a reimbursable basis by other Federal agencies. (see GSA Organizational Manual)

8. Leadership in Citizen Services. Manages the Presidential E Gov Initiative USA Services, which exercises a government-wide leadership role in citizen service activities.

9. Innovative Technologies. Reserved.

10. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

11. Common authorities. (See Part 2, Chapter 2, of this Manual)

12. Financial Management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE ASSOCIATE ADMINISTRATOR FOR CITIZEN SERVICES AND INNOVATIVE TECHNOLOGIES TO OCSIT OFFICIALS (RESERVED)

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CHAPTER 14. OFFICE OF SMALL BUSINESS UTILIZATION (OSBU)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE ASSOCIATE ADMINISTRATOR FOR SMALL BUSINESS UTILIZATION

Delegated Authority

Limitations

1. Implements and monitors GSA's compliance with sections 8 and 15 of the Small Business Act, (15 U.S.C. §§ 637 and 644) as amended by P.L. 95-507, dated October 24, 1978, P. L. 100-656, dated November 15, 1988, and P.L. 105-135, dated December 2, 1997.

2. Supports and coordinates with the Designated Senior Agency Official on GSA's compliance with E. O. 13360 of October 20, 2004 "Providing Opportunities for Service-Disabled Veteran Businesses to Increase Their Federal Contracting and Subcontracting"

Subject to the oversight of the Designated Senior Agency Official

3. Coordinates the Agency's implementation of E.O. 13170 of October 6, 2000 "Increasing Opportunities and Access for Disadvantaged Businesses"

4. Coordinates the Agency's implementation of E.O. 13157 of May 23, 2000 "Increasing Opportunities for Women-Owned Small Businesses"

5. Coordinates the Agency's implementation of E.O. 12928 of September 16, 1994 "Promoting Procurement With Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions

6. Enters into Memoranda of Understanding (MOU) and other interagency agreements, cooperative agreements and other similar agreements for those activities for which the Associate Administrator for Small Business Utilization has responsibility. (40 U.S.C. §§ 501, 502; 31 U.S.C. 1535)

7. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

8. Common authorities. (See Part 2, Chapter 2, of this Manual)

9. Financial Management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE ASSOCIATE ADMINISTRATOR FOR SMALL
BUSINESS UTILIZATION TO OSBU OFFICIALS (RESERVED)

CHAPTER 15. OFFICE OF CIVIL RIGHTS (OCR)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE ASSOCIATE ADMINISTRATOR FOR CIVIL RIGHTS

Delegated Authority

Limitations

1. Equal Employment Opportunity (EEO) Program. Maintain a continuing affirmative program to promote equal employment opportunity (EEO) and to identify and eliminate discriminatory practices. (29 CFR Part 1614.

a. Develop plans, procedures, and regulations necessary to carry out GSA's EEO program, including issuance of individual Civil Rights Handbook, and EEO and Harassment policy statements. Coordinate implementation of EEO-related programs, such as No FEAR Act and DisabilityInfo.gov, at GSA. Develop and issue policies, procedures and guidance for the administrative processing of discrimination complaints. (29 CFR Part 1614)

b. Process individual and class discrimination complaints, conflict of interest discrimination complaints, dissatisfaction with the EEO process complaints, notice of intent to file a civil action claims under the Age Discrimination in Employment Act (ADEA), and allegations of noncompliance with settlement agreement claims that arise within GSA. (29 CFR Part 1614)

c. Render final agency decisions on formal complaints of discrimination based on race, color, national origin, religion, sex, pay, age, disability, or retaliation, except for those in which the official delegated this authority is a witness, which involves SES positions, or which involve the Office of Inspector General. (29 CFR Part 1614)

d. Ensure that an EEO alternative dispute resolution (ADR) program is available for the EEO process, including both the pre-complaint and formal discrimination complaint stages of the EEO process.. (29 CFR Part 1614)

The Administrator will issue final decisions on discrimination complaints involving SES positions. The Deputy Administrator will issue final decisions on discrimination complaints for the Office of Inspector General.

2. Federal Financial Assistance Program. Ensure that no individuals or organizations shall, on the grounds of race, color, national origin, sex, mental or physical disability, or age be subjected to discrimination in programs or activities receiving Federal Financial Assistance. (42 U.S.C. §§

2000d, 6101, and 12131; 40 U.S.C. § 122; and 29 U.S.C. § 701; 20 U.S.C. § 1681; E.O. 13166)

a. Ensure compliance with Executive Order 13166 which requires Federal agencies to ensure meaningful access to federally assisted programs for those who, because of national origin, are limited in their English proficiency.

b. Develop policies, procedures, guidance and regulations to ensure compliance and for the processing of complaints of discrimination. (41 CFR §§ 101-4; 101-6.2; 101-8.3; 101-8.7)

c. Process discrimination complaints.

3. Federally Conducted Programs and Activities. Ensure that no otherwise qualified individual with a disability shall solely by reason of his or her disability be excluded from the participation in, or be denied the benefits of, or be subjected to discrimination in any federally conducted program or activity. (29 U.S.C. § 794 and E.O. 13160, 41 C.F.R. § 105-8.)

a. Ensure compliance with E.O. 13160. E.O. 13160 prohibits discrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation and status as a parent in Federally conducted education and training programs and activities.

b. Ensure compliance with E.O. 13166. E.O. 13166 requires Federal agencies to ensure meaningful access to federally conducted programs and activities for those who, because of national origin, are limited in their English proficiency

c. Develop policies, procedures, guidance and regulations to ensure compliance and for the processing of complaints of discrimination.

d. Process discrimination complaints.

4. Grievance Decision Review. Issue review decisions pursuant to GSA administrative grievance procedures. (OAD P 9771.1A)

5. Memoranda of Understanding (MOU). Enters into MOUs, interagency agreements, cooperative agreements, and other similar agreements for those activities for which the

Associate Administrator for Civil Rights has responsibility. (40 U.S.C. §§ 501, 502; 31 U.S.C. § 1535)

6. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

7. Common authorities. (See Part 2, Chapter 2, of this Manual)

8. Financial Management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE ASSOCIATE ADMINISTRATOR FOR CIVIL RIGHTS TO OCR OFFICIALS

CHAPTER 16. OFFICE OF THE CHIEF ADMINISTRATIVE SERVICES OFFICER (CASO)
PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHIEF
ADMINISTRATIVE SERVICES OFFICER

1. Directives.

a. Develops and administers the GSA directives management system nationwide and provides advice and technical assistance to services and staff offices on all aspects of the program.

b. Issues internal directives to cover areas of assigned responsibility. These must be consistent with the policy prescribed and instructions issued by the Administrator and must have the same force and effect as those issued by the Administrator. (40 U.S.C. § 121(c) and (d)).

2. Contracting and Purchasing for staff offices. Manages the contracting and purchasing and associated procedures and processes for the GM&A offices within Central Office.

To the extent that the Inspector General has independent contracting authority Under Section 6 of the Inspector General Act of 1978, as amended, this provision does not limit that authority of the Inspector General.

PART 2. DELEGATION OF AUTHORITY FROM THE CHIEF ADMINISTRATIVE SERVICES OFFICER
TO CASO OFFICIALS

CHAPTER 17. OFFICE OF EMERGENCY RESPONSE AND RECOVERY (OERR)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE ASSOCIATE ADMINISTRATOR FOR EMERGENCY RESPONSE AND RECOVERY

Nothing in this Chapter is intended to be in derogation of the authority given the Inspector General under the Inspector General Act of 1978, as amended. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General Act.

Delegated Authority

Limitations

1. Specific authorities.

a. Serves as the GSA Continuity Coordinator (National Continuity Policy Implementation Plan) (National Security Presidential Directive/NSPD 51 and Homeland Security Presidential Directive/HSPD 20, dated May 5, 2007)

b. Serves as the GSA lead under the National Response Framework (Stafford Disaster Relief and Emergency Assistance Act, Pub. L. 93-288, Homeland Security Act of 2002; Homeland Security Presidential Directives HSPD 5 and HSPD 8). This includes Emergency Support Functions 7 and 2, as well as all other support requested under the NRF.

c. Serves as the GSA's representative for National Security Emergency Preparedness (NSEP). (EO 12656, as amended, and EO 12472, as amended)

e. Develops and recommends to the Administrator policies and procedures governing GSA's Continuity and Resilience Program.

f. Manages the operation of the GSA Emergency Operations Center (EOC) to coordinate support for a disaster or emergency.

g. Coordinates requests for support from a region when an emergency exceeds regional capabilities.

h. Provides protective services to the Administrator and other senior staff during an emergency or when operational requirements dictate the need for such services.

i. Serves as the Senior Agency Official for Special Security and is responsible for all special security programs, special access

programs, and other secure compartmented information processing, storage, and systems.

.j Serves as the primary agency liaison with the National Security Staff.

Except when coordination is requested directly with the Chief of Staff or other agency officials, in which case the AA, OERR provides support to those officials.

2. Memoranda of Understanding (MOU) and other agreements. Enters into MOU's, interagency agreements, cooperative agreements, and other similar agreements for those activities for which the Associate Administrator for Emergency Response and Recovery is responsible. (40 U.S.C. §§ 501, 502; 31 U.S.C. § 1535)

Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)

3. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

4. Common authorities. (See Part 2, Chapter 2, of this Manual)

5. Financial Management authorities. (See CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE ASSOCIATE ADMINISTRATOR FOR
EMERGENCY RESPONSE AND RECOVERY TO OERR OFFICIALS

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CHAPTER 18. OFFICE OF INSPECTOR GENERAL (OIG)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE INSPECTOR GENERAL (OIG)

The Inspector General Act of 1978, as amended (5 U.S.C. App. 3) gives the Inspector General authority to: (1) select, appoint and employ officers and employees; (2) contract and make necessary payments; and (3) obtain legal advice from its own counsel. In addition, the Act permits the Inspector General to take action as necessary to carry out the provisions of the Act. This includes formulating policies, making determinations and taking actions with respect to its operations, including, but not limited to, information technology, finances and budget, and legislative and congressional matters. To the extent the Inspector General Act of 1978, as amended, grants these authorities, they do not have to be separately delegated

Delegated Authority

Limitations

1. Decides appeals under the Freedom of Information Act (FOIA) and the Privacy Act of those denied records kept by the Office of Inspector General

1. Except where the Inspector General personally made the initial denial, in which case the Deputy Administrator is the deciding official for an appeal.

2. Authority delegated is subject to agency procedures and may be redelegated only to the Deputy Inspector General.

2. Common authorities. (See Part 2, Chapter 2, of this Manual)

PART 2. DELEGATION OF AUTHORITY FROM THE INSPECTOR GENERAL TO OIG OFFICIALS
(RESERVED)

CHAPTER 19. CIVILIAN BOARD OF CONTRACT APPEALS (CBCA)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHAIRPERSON, CIVILIAN BOARD OF CONTRACT APPEALS

The authority of the Civilian Board of Contract Appeals to hear, consider and decide contract disputes for contracts not under the Contract Disputes Act of 1978 is derived directly from the Contracts Disputes Act, 41 U.S.C. 7105(e)(1)(B). As such, the CBCA has independent authority to handle these disputes. Therefore, the delegations do not limit the independent authority of the Civilian Board of Contract Appeals with regard to these contract appeals.

Delegated Authority

Limitations

1. Adjudication.

a. Resolves claims made under 31 U.S.C. § 3702 for reimbursement of expenses incurred by Federal civilian employees while on official temporary duty travel or in connection with relocation to a new duty station. The Board's decisions constitute final administrative action on these claims, not subject to review within the agency.

b. Issues "advance" decisions requested by a disbursing or certifying official or the head of an agency pursuant to 31 U.S.C. § 3529(b)(2), when such decision relates to reimbursement of expenses incurred by Federal civilian employees while on official temporary duty travel or in connection with relocation to a new duty station. The Board's decisions constitute final administrative action on the requests, not subject to review within the agency

c. Resolves claims made under 31 U.S.C. § 3726(i)(1) by a carrier or freight forwarder. The Board's decisions constitute final administrative action on these claims, not subject to review within the agency.

d. Resolves claims made under 5 U.S.C. § 5564 for the proceeds of the sale of motor vehicles, household goods, and personal effects of Federal civilian employees reported dead, injured, ill, or absent for a period of more than 29 days in a missing status. The Board's decisions constitute final administrative action on these claims, not subject to review within the agency.

e.. Provides alternative dispute resolution services to Federal agencies and to the District of Columbia on contract-related matters, both pre- and post-award, when requested to do so by any such agency or the District of Columbia and the other parties to a dispute with the agency or the District of Columbia. These services shall be provided on a reimbursable basis, unless the

requesting agency is an agency for which the Board hears and decides disputes under the Contract Disputes Act of 1978.

f. Enters into memoranda of understanding with Federal agencies for which the Board does not hear and decide disputes under the Contract Disputes Act of 1978, for performing alternative dispute resolution services for such agencies. These memoranda shall provide for reimbursement of costs incurred. (40 U. S.C. §§ 501, 502; 31 U.S.C. § 1535)

g. Issues, amends, and cancels Board rules of procedure under which appeals, petitions, and other matters are heard, considered, and decided.

Delegation of authority to make rules of procedure is in addition to any such authority granted to the Board or Chairperson by statute and must be exercised in conformance with the authorities of the Administrator.

2. Procurement and contracting. Makes purchases and contracts for office supplies, administrative equipment, operating equipment and supplies, consulting services, and nonpersonal services including stenographic reporting services, for use by the Board in carrying out its responsibilities as described in the GSA Organization Manual. This includes the authority and responsibility for making determinations and decisions required by law, regulation, or agency directive including but not limited to the Federal Acquisition Regulation (FAR) and the GSA Acquisition Manual (GSAM) relating to the acquisition of property and services.

Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (GSAM 501.603)

3. Selection of candidates for appointment. Selects all employees and applicants for employment for positions at the Civilian Board of Contract Appeals, including attorneys and administrative and technical staff, but excluding Board members. Recommends to the Administrator candidates for appointment to the Board.

Selections are subject to applicable statutes, regulations, and agency directives.

4. Internal Records Management. Designates a representative to certify for the Administrator by preparing and signing Request for Records Disposition Authority that the listed records will cease to have sufficient value to warrant further retention after the time periods specified. (44 U.S.C. § 3303)

5. Human capital authorities. (See Part 1, Chapter 2, of this Manual)

6. Common authorities. (See Part 2, Chapter 2, of this Manual)

7. Financial Management authorities. (See
CFO P 5450.1)

PART 2. DELEGATION OF AUTHORITY FROM THE CHAIRPERSON, CIVILIAN BOARD OF
CONTRACT APPEALS TO CBCA OFFICIALS (RESERVED)

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CHAPTER 20. REGIONAL ADMINISTRATORS

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE REGIONAL ADMINISTRATORS

The Regional Administrator (RA) in each Region is responsible for oversight of the programs and functions that reside in their region including the Public Buildings Service and the Federal Acquisition Service. The Regional Administrator will work closely with the Commissioners of both services to ensure programs are carried out effectively. The Regional Administrator will collaborate with the Associate Administrator for Small Business, the Associate Administrator for Communications and Marketing, and the Associate Administrator for Congressional & Intergovernmental Affairs to ensure that each of these activities are carried out in support of regional goals. The RA will coordinate with the heads of other offices who have staff supporting their region including the Office of the Chief People Officer, the Office of the General Counsel, the Office of the Chief Information Officer, the Office of the Chief Financial Officer (in Regions 6 and 7 only), the Communications Director, the Press Secretary, and the Office of Civil Rights.

Each Regional Administrator is an extension of the Administrator. The RA is responsible for ensuring that Administration/Administrator goals are carried out within their region. Additionally, each Regional Administrator is the Chief Emergency Response & Recovery Official for their respective region. In the case of an emergency within their jurisdiction, the RA has authority to take appropriate action for all GSA employees within their region regardless of reporting structure. This authority can be further delegated within each Region.

The Commissioner of the Public Buildings Service, the Commissioner of the Federal Acquisition Service and the Heads of Staff Offices who have staff in the regions will work with the appropriate Regional Administrator to ensure the Region is fully functioning.

Delegated Authority

Emergency Management. Determines course of action for any COOP emergency within their regional boundaries. Ensures the safety of all GSA employees who are housed in their regions regardless of reporting structure. Keeps OERR apprised of all activity. Coordinates with appropriate Service/Staff Office.

Exercises the authorities, duties and responsibilities of the former Pennsylvania Avenue Development Corporation (PADC), with respect to properties within the Pennsylvania Avenue Plan area, including the operation, maintenance, management and disposal of federally-owned and -controlled properties within that area, including the responsibilities of PADC under the Federal Triangle Development Act. (40 U.S.C. §§ 6711-6716 and 6731-6734)

May be delegated to the Commissioner and Regional Commissioner, National Capital Region only.

PARTS 2-12. DELEGATIONS OF AUTHORITY FROM THE REGIONAL ADMINISTRATOR TO
REGIONAL OFFICIALS

- PART 2 – REGION 1
- PART 3 – REGION 2
- PART 4 – REGION 3
- PART 5 – REGION 4
- PART 6 – REGION 5
- PART 7 – REGION 6
- PART 8 – REGION 7
- PART 9 – REGION 8
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- PART 11 – REGION 10
- PART 12 – NATIONAL CAPITAL REGION