

Department of the Interior

Departmental Manual

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Series: Delegation Series

Part 200: General Provisions

Chapter 3: Redelegations Issued by Assistant Secretaries

Originating Office: Office of Planning and Performance Management

200 DM 3

3.1 **Purpose.** This chapter prescribes the standards and procedures for redelegations of authority by Assistant Secretaries to bureaus, offices, and Department officials.

3.2 **Policy.** Assistant Secretaries are responsible for redelegating appropriate authorities to the bureaus and offices they supervise.

3.3 **Authority.** Secretary's Order No. 3005 dated July 8, 1977, revised the system of delegations of authority used by the Secretary. (Prior to the issuance of Secretary's Order No. 3005, delegations of the Secretary's authority were made directly to heads of bureaus, offices, and Department officials. Under the revised system, authority previously delegated directly to various Department officials is now redelegated to the pertinent supervising Assistant Secretaries.)

3.4 **Standards for Issuing Redelgations.** Redelegations of authorities made by Assistant Secretaries are issued in the form of Departmental Manual releases only, and published in appropriate Parts of the 200 Series of the Departmental Manual (200 DM 1.4).

3.5 Procedures.

A. Originators of proposed redelegations should consult with the Office of Planning and Performance Management in the developing stages of the delegation. Early consultation will assure proper preparation, clearance, and publication of redelegations made by Assistant Secretaries.

B. Prior to signature by the Program Assistant Secretary, redelegation documents will be sent to the Office of Planning and Performance Management for coordination with the Associate Solicitor - General Law and the Assistant Secretary - Policy, Management and Budget.

C. After signature by the appropriate Program Assistant Secretary, the complete file, including originals and clearance documentation will be returned to the Office of Planning and Performance Management for appropriate publication, and record keeping.

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