

Department of the Interior Departmental Manual

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Series: Delegation

Part 205: General Delegations

Chapter 6: Budget and Financial Management

Originating Office: Office of Financial Management

205 DM 6

6.1 **General.** Assistant Secretaries; the Solicitor; the Inspector General; the Special Trustee for American Indians, and heads of bureaus and equivalent offices are delegated the following authorities:

A. Certification of Time and Attendance Reports. The authority, pursuant to 5 U.S.C. 302, to permit employees, in writing, to approve their own time and attendance reports within the provisions in GAO-03-352G, January 2003, *Maintaining Effective Control Over Employee Time and Attendance Reporting, Self-Approval of T&A Reports*, <http://www.gao.gov/new.items/d03352g.pdf>, (provides additional guidance related to Title 7 of the Government Accountability Office (GAO) Policy and Procedures Manual for Guidance to Federal Agencies.)

B. Certification of Reports under Supplemental Appropriation Act, 1955, as Amended. The authority, pursuant to section 1311(b) of the Supplemental Appropriation Act, 1955, as amended, to certify in connection with the submission of requests for proposed appropriations that any statement of obligations furnished therewith consists of valid obligations in accordance with 31 U.S.C. 1108, 1501-1502. This authority may not be redelegated.

C. Waiver of Claims for Erroneous Payments of Pay and Allowances and Referral of Reports of Investigations to the Comptroller General of the United States. The authority to waive, in whole or in part, claims in an amount aggregating not more than \$1,500, arising out of an erroneous payment to an employee, or deny an application for waiver of a claim in any amount (paid with Federal funds). Such action will be taken in accordance with the provisions of 5 U.S.C. 5584 and the Department of the Interior Accounting Handbook, Chapter 9, Fiscal Operations, Subchapter 9.1.9.

D. Certifying Officers. The authority to designate certifying officers under 31 U.S.C. 3321, 3325 and under servicing agreements with other Federal establishments. This delegation of authority includes authority for changes and revocations of certifying officers.

E. **Collection Officers.** The authority to designate collection officers, pursuant to 5 U.S.C. 301; 43 U.S.C. 1457. For additional guidance, see Title 7 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies, Chapter 7). This delegation of authority includes authority for changes and revocations of such designations.

F. **Statistical Sampling.** The authority to prescribe the use of effective statistical sampling procedures in the prepayment examination of disbursement vouchers for amounts not in excess of \$2,500, provided that economies will result, in accordance with 31 U.S.C. 3521(b). For additional guidance, see Title 7 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies, Chapter 7.4e, and GAO's "Streamlining the Payment Process While Maintaining Effective Internal Control"). This authority is subject to the following limitations:

(1) Statistical sampling procedures must conform to the principles, standards, and related requirements of the Government Auditing Standards, Yellow Book.

(2) A cost-benefit analysis must show that economies will result by use of the monetary limit selected.

6.2 Assistant, Alternate, or Deputy Assistant Disbursing Officers. The authority to designate Assistant, Alternate, or Deputy Assistant Disbursing Officers to the Department of the Treasury Regional Disbursing Officer (RDO). This designation is subject to the authorization and approval by the Chief Disbursing Officer of the U.S. Treasury as required by 5 U.S.C. 301; 31 U.S.C. 3322; 43 U.S.C. 1457. This delegation of authority includes the authority to make changes and revocations of designated Assistant, Alternate, or Deputy Assistant Disbursing Officers to the servicing RDO.

6.3 Designation of an Indian Service Special Disbursing Agent. The Assistant Secretary – Indian Affairs (ASIA) is delegated the authority to designate a Special Disbursing Agent, to be known as an Indian Service Special Disbursing Agent pursuant to 25 U.S.C. § 151. The ASIA may further delegate this authority, in writing, to a Bureau of Indian Affairs official. This delegation includes authority to recommend changes and revocations of a designation of an Indian Service Special Disbursing Agent.

6.4 Resolution of Irregularities Affecting the Accounts of Accountable Officers Amounting to Less Than \$3,000 by Administrative Action. The Director, Office of Financial Management is authorized to resolve by administrative action appropriate to the circumstances, irregularities affecting the accounts of accountable officers arising from a single incident or a series of similar incidents occurring around or at the same time and that amount to less than \$3,000. (See the GAO Policy and Procedures Manual for Guidance to Federal Agencies, Chapter 8.) The provisions of this paragraph do not apply to exceptions or charges raised by GAO. (See Comptroller General Letter B-161457, August 1, 1969; 54 Comptroller General 112.)

6.5 Electronic Fund Transfer (EFT) Waiver Authority. Bureau Chief Financial Officers (CFOs) are delegated the authority to grant or deny EFT waivers. Bureau CFOs may redelegate this authority.

6.6 Collection of Erroneous Payments Made to Employees. The Interior Business Center will pursue collection of erroneous payments made to employees.

6.7 Amendment Authority. This chapter does not limit the authority delegated to the Assistant Secretary – Policy, Management and Budget by 209 DM 4. The Assistant Secretary – Policy, Management and Budget is authorized to amend, limit, suspend, or revoke any authority granted by or pursuant to this chapter. This authority may not be redelegated.

6.8 General Limitation. Departmental offices receiving budget and administrative support from the Interior Business Center are not included in the authority delegated in in this chapter. The Assistant Secretary – Policy, Management and Budget or his/her designee exercises such authority.

6.9 Redelegation. Excluding the authority in paragraph 6.1B, all authorities delegated in paragraphs 6.1 – 6.5 above may be further delegated.