

Department of the Interior Departmental Manual

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Series: Delegation

Part 210: Office of the Secretary

Chapter 17: Office of the Executive Secretariat and Regulatory Affairs

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

210 DM 17

17.1 Delegation of Authority. The Director, Office of the Executive Secretariat and Regulatory Affairs, is authorized to exercise the program management and administrative authority of the Secretary of the Interior necessary to carry out the functions of the position as described in 110 DM 17. This authority includes but is not limited to the following:

- A. Attendance at Meetings and Acceptance of Contributions, as described in 205 DM 2.
- B. Advertising, as described in 205 DM 5.1.
- C. Library Books, Subscriptions, and Memberships, as described in 205 DM 5.3.
- D. Long Distance Telephone Calls, as described in 205 DM 5.4.
- E. Economy Act, as described in 205 DM 5.6.
- F. Certification of Time and Attendance Reports, as described in 205 DM 6.2.
- G. Travel and Transportation, as described in 205 DM 15.
- H. Authority to sign and issue notices to employees of the following personnel actions, delegated in 205 DM 8.1:
 - (1) Proposed adverse actions, and decisions on adverse actions, including nondisciplinary demotions and separations;
 - (2) Proposed demotions or removals and decisions on demotions or removals, based on unacceptable performance; and
 - (3) Terminations during probationary or trial periods.

17.2 Limitations.

A. All authorities delegated by this chapter are subject to all limitations contained in 200 DM 1, 205 DM 2, 205 DM 5, 205 DM 6, 205 DM 8, and 205 DM 15.

B. The authority delegated in 210 DM 5.1H above is applicable only to actions involving non-Senior Executive Service employees and may be exercised only after obtaining approval in each case from the Human Resources Officer for the Office of the Secretary.

17.3 **Redelegation.** Except where redelegation is prohibited by statute, Executive order, or limitations established by other competent authority, the authorities delegated in this chapter may be redelegated.