

# Department of the Interior Departmental Manual

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**Effective Date:** 12/27/96

**Series:** Delegation

**Part 210:** Office of the Secretary

**Chapter 5:** Director, Office of Communications

**Originating Office:** Office of Communications

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## **210 DM 5**

**5.1 Delegation of Authority.** The Director, Office of Communications is authorized to exercise the program management and administrative authority of the Secretary of the Interior necessary to carry out the responsibilities of the position. This authority includes but is not limited to the following:

A. Certifications regarding the printing of journals, magazines, periodicals, and similar publications as required by 44 U.S.C. 1108. Such authority will be exercised in accordance with the provisions of Office of Management and Budget Circular No. A-130 and related Departmental directives.

B. Attendance at meetings and acceptance of contributions, as described in 205 DM 2.

C. Printing, publishing and advertising, as described in 205 DM 5.1, 314 DM and 470 DM 1.1.

D. Library books, subscriptions, and memberships, as described in 205 DM 5.3.

E. Long distance telephone calls, as described in 205 DM 5.4.

F. Economy Act, as described in 205 DM 5.6.

G. Certification of time and attendance reports, as described in 205 DM 6.2.

H. Travel and transportation, as described in 205 DM 15.

I. 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.

## **5.2 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 5.1I 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 Personnel Officer for the Office of the Secretary.

**5.3 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.

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