

Department of the Interior Departmental Manual

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Series: Delegation

Part 211: Insular and International Affairs

Chapter 1: Office of the Assistant Secretary – Insular and International Affairs

Originating Office: Office of the Assistant Secretary – Insular and International Affairs

211 DM 1

1.1 **General.** The Director, Office of Insular Affairs and the Director, Office of International Affairs are delegated the following program and administrative authorities:

A. **Program.** All program management authority necessary to carry out the functions of their programs as described in their respective chapters (111 DM 2 and 111 DM 3).

B. **Administrative Authorities.** All administrative authorities necessary to carry out the functions of the position, including but not limited to the following:

(1) 205 DM 2 - Attendance at Meetings and Acceptance of Contributions.

(2) 205 DM 5.3 - Library Books, Subscriptions and Memberships.

(3) 205 DM 5.4 - Long Distance Telephone Calls.

(4) 205 DM 6.2 - Certification of Time and Attendance Reports.

(5) 205 DM 15 - Travel and Transportation.

(6) Authority to sign and issue notices to employees of the following personnel actions, delegated in 205 DM 8.1:

(a) Proposed adverse actions, and decisions on adverse actions, including non-disciplinary demotions and separations;

(b) Proposed demotions or removals and decisions on demotions or

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removals, based on unacceptable performance; and

(c) Terminations during probationary or trial periods.

1.2 Limitations.

A. All authorities delegated by this chapter are subject to all limitations contained in DM 1.

B. The limitations prescribed in the administrative authorities listed in 1.1B above also apply to delegations in this chapter.

C. The authority delegated in 1.1B(6) 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.

1.3 Redelegations. 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.