

# Department of the Interior Departmental Manual

---

**Effective Date:** 12/17/97

**Series:** Delegation

**Part 212:** Policy, Management and Budget

**Chapter 1:** Office of the Assistant Secretary--PMB and Chief Financial Officer

**Originating Office:** Office of Planning and Performance Management

---

## 212 DM 1

1.1 **The Director of Administration/Senior Procurement Executive**, Office Directors within the Office of the Assistant Secretary - Policy, Management and Budget, the Director of the Interior Service Center and the Director of the Ethics Staff are delegated the following through their chain of authority:

A. All program management authority necessary to carry out the functions of the position as described in the appropriate chapter of 112 DM.

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

(1) Attendance at Meetings and Acceptance of Contributions, as described in 205 DM 2.

(2) Advertising, as described in 205 DM 5.1

(3) Library Books, Subscriptions, and Memberships, as described in 205 DM 5.3.

(4) Long Distance Telephone Calls, as described in 205 DM 5.4.

(5) Economy Act, as described in 205 DM 5.6.

(6) Certification of Time and Attendance Reports, as described in 205 DM 6.2.

(7) Travel and Transportation, as described in 205 DM 15.

(8) 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 nondisciplinary demotions and separations;

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

removals, based on unacceptable performance; and

(c) Terminations during probationary or trial periods.

1.2 The **Senior Procurement Executive** is delegated, through the Deputy Assistant Secretary - Budget and Finance, all the programmatic and administrative authority necessary to carry out the responsibilities of the position.

1.3 **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 212 DM 1.1B(8) 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.

1.4 **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.

12/17/97 #3184

Replaces 2/12/97 #3137