

Department of the Interior Departmental Manual

Effective Date: 10/24/00

Series: Delegation

Part 210: Office of the Secretary

Chapter 18: Chief Information Officer/Director, Office of Information Resources Management

Originating Office: Office of Information Resources Management

210 DM 18

18.1 Delegation of Authority. The Chief Information Officer/Director, Office of Information Resources Management, 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. This authority includes but is not limited to the following:

- A. All authority necessary to carry out the provisions of the Information Technology Management Reform Act of 1996.
- B. Attendance at meetings and acceptance of contributions, as described in 205 DM 2.
- C. Advertising, as described in 205 DM 5.1.
- 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. All authority necessary to carry out the provisions of the Privacy Act of 1974, 5 U.S.C. 552a. This includes the authority to:
 - (1) Develop and implement Privacy Act policies and procedures;
 - (2) Make final decisions for the Department on Privacy Act appeals filed in accordance with the Department's Privacy Act regulations found in 43 CFR Part 2. Such authority will be exercised in accordance with the requirements contained in 43 CFR Part 2; and
 - (3) Respond to Privacy Act requests for records falling under the jurisdiction of the Department.
- H. All authority necessary to carry out the provisions of the Freedom of Information Act (FOIA), 5 U.S.C. 552. This includes the

authority to:

(1) Develop and implement FOIA policies and procedures;

(2) Make final decisions for the Department on FOIA appeals filed under the Department's FOIA regulations found in 43 CFR Part 2. Such authority will be exercised in accordance with the requirements contained in 43 CFR Part 2; and

(3) Respond to FOIA requests for records falling under the jurisdiction of the Department.

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

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

K. 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.

18.2 **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 18.11 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.

18.3 **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.

10/24/00 #3344

Replaces 6/26/97 #3161