

ASC Delegations of Authority Preamble

Pursuant to the Appraisal Subcommittee's ("ASC") authority under Title XI, the ASC has delegated specific functions and duties to its Chairperson and staff. In addition to the delegations listed in this document, general areas of responsibility and authority, as well as other specific delegations of authority, have been and will be made in other documents, including, but not limited to, ASC regulations, policy statements, manuals, position descriptions, orders and certain instructions. All authority not expressly delegated is reserved by the ASC. All delegations must agree with applicable laws and regulations. Unless specifically provided for in the delegations below, there is no authority to redelegate. An authority to make a redelegation is specifically set forth in these delegations. All authorized redelegations of authority shall be made in writing. An individual who acts in the capacity of another is vested with all of the delegated authority of the position. No redelegation is needed if one has been authorized in writing to act in the capacity of another.

The following compilation of delegations of authority reflects those authorities delegated or whose delegation was reaffirmed at the ASC's May 10, 1995 meeting, and amended at the ASC's October 8, 1995 meeting.

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General

<u>Reference</u>	<u>Authority</u>	<u>Delegation</u>
GEN 1	Authority to bar any exercise of a delegated authority by revoking the delegation with respect to the specific matter in question.	Chairperson
GEN 2	Authority to sign all documents adopted and issued by and on behalf of the ASC (with authority to redelegate to the Executive Director).	Chairperson
GEN 3	Authority to record, signify and certify the official vote of individual ASC members when such vote is obtained through the use of telephonic or similar medium (with the authority to redelegate to the General Counsel).	Executive Director

Incentive Awards

<u>Reference</u>	<u>Authority</u>	<u>Delegation</u>
AWD 1	Authority to grant the following awards:	
	a. Superior Accomplishment Awards greater than \$5,000, but not more than \$10,000	Subcommittee
	b. Special Act or Service Awards or Superior Accomplishment Awards of up to \$2,500	Chairperson
	c. Quality Step Increase	Chairperson
	d. Letters of Commendation	Executive Director
	e. Length of Service Awards	Executive Director
	g. Time Off From Duty Award	Executive Director

Personnel Management

<u>Reference</u>	<u>Authority</u>	<u>Delegation</u>
PERS 1	Authority to exercise all authorities related to personnel management, including appointment, removal, reassignment and direction of personnel and improvement of staff support (with the authority to redelegate to the Executive Director). The ASC, however, reserves the authority to approve the appointment, reassignment, removal and compensation of all staff at GS-15 or above ("senior staff"). The ASC also reserves the authority to approve the promotion of all individuals to, and in, these positions.	Chairperson
PERS 2	Authority to review, evaluate, and approve the Executive Director's appraisal of a senior staff member's performance.	Chairperson
PERS 3	Authority to evaluate and rate each staff employee's job performance, through the use of performance elements and standards. [Amended 10/8/95]	Executive Director
PERS 4	Authority to establish organizational structure and to name persons to fill staff positions.	Chairperson
PERS 5	Authority to allocate personnel within established staffing patterns, including authority to appoint Acting Executive Director and to delegate authority to that Acting Director.	Executive Director
PERS 6	Approval of Leave:	
	a. Annual and sick leave up to the maximum earned yearly.	All Supervisors
	b. Leave without pay, administrative leave, and advanced annual and sick leave.	Executive Director
	c. Within the basic eight-hour day and 40-	Executive Director

hour week, authority to approve temporary flexible working hours.

d. Authority to approve flexible working hours in a "5-4-9" configuration. Subcommittee

e. Authority to approve retention of annual leave that exceeds 240 hours. Executive Director

Procurement and Property Management

Any actions under these procurement delegations that would cause the ASC to exceed its budget as a whole or by line item are subject to approval by the ASC.

<u>Reference</u>	<u>Authority</u>	<u>Delegation</u>
PRO 1	Authority to approve, sign, issue and make payment on orders and contracts for goods or services required in the operations of the ASC (with authority to redelegate to the Executive Director).	Chairperson
PRO 2	Within approved budget limits, authority to serve as ASC Contracting Officer and, subject to a review by the General Counsel of single contracts and purchase orders for goods and/ or services of up to \$25,000, authority to approve, sign and issue procurement documents for all goods or services up to \$25,000 required for normal operations of ASC, and which are included in the current budget or to authorize modifications to such contracts and orders; to approve, sign and issue Purchase Orders, Requests for Proposals, Invitations for Bids, Requests for Quotations, Certificates of Contract Awards, and Contract Addenda. Under this delegation are included: printing of materials, leases, purchases of furniture and furnishings, purchases of supplies or services, and other items or services operationally required. [Amended 10/8/95]	Executive Director
PRO 3	Authority to authorize payment for approved purchases of and contracts for property or services.	Executive Director
PRO 4	Authority to make payment of all expenses, expense allowances and payment for goods or services included in the current ASC budget or which are approved for payment by the ASC or other authorized persons (with authority to redelegate to one or more	Executive Director

senior staff members).[Amended 10/8/95]

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| PRO 5 | Authority to approve claims up to \$2,500 to reimburse ASC employees for damage or loss of personally owned equipment being used on ASC business. | Executive Director, with the concurrence of the Chairperson |
| PRO 6 | Within approved budget limits, authority to purchase supplies and equipment not in excess of \$200 per item (with the authority to redelegate to the Administrative Assistant).[Amended 10/8/95, 2/14/96] | Executive Director |
| PRO 7 | Within approved budget limits, authority to approve, sign and issue purchase orders and blanket purchase agreement ("BPA") up to \$25,000 per purchase order and BPA for goods or services required for the ASC's normal operation. | Executive Director |

Special Activities

<u>Reference</u>	<u>Authority</u>	<u>Delegation</u>
SPE 1	Authority to grant or deny any request made for information pursuant to the Freedom of Information Act and Subpart D of the ASC's Regulations, including the authority to release exempt information (with authority to redelegate approvals only to the General Counsel).	Executive Director
SPE 2	Authority to submit for publication in the <i>Federal Register</i> any ASC-approved Agency document and to take appropriate action to correct any obvious error of form, typographical error or similar error contained in such documents (with authority to redelegate to the General Counsel).	Executive Director
SPE 3	Authority to sign and release non-routine, significant correspondence (with the authority to redelegate to the Executive Director).	Chairperson
SPE 4	Authority to sign and release routine correspondence.	Executive Director
SPE 5	Authority to approve, sign and release the Annual Report after receiving input from other ASC members.	Chairperson
SPE 6	Authority to coordinate and manage the ASC's ethics program as ASC Ethics Officer (with authority to redelegate to the General Counsel as deputy ethics officer). The Chairperson shall act as ASC Ethics Officer in matters pertaining to the Executive Director.	Executive Director
SPE 7	Authority to sign and release documents or other communications relating to established ASC policies and procedures.	Executive Director

Training and Training Expenses

<u>Reference</u>	<u>Authority</u>	<u>Delegation</u>
TRN 1	Within approved budget limits, authority to budget for, approve, conduct, schedule, coordinate, monitor and evaluate all ASC training and career development activities, including contracted instruction in both Government and non-Government facilities.	Executive Director
TRN 2	Within approved budget limits, authority to plan, schedule and conduct micro-computer and other data processing training for ASC staff.	Executive Director
TRN 3	Within approved budget limits, authority to approve SF-182's, Request, Authorization, Agreement, and Certification of Training, up to \$10,000 per form (with authority to redelegate to Executive Director).	Chairperson

Travel

<u>Reference</u>	<u>Authority</u>	<u>Delegation</u>
TRV 1	Within approved budget limits, authority to approve travel orders and disbursements thereof.	Executive Director
TRV 2	Within approved budget limits, authority to approve advance of funds for travel.	Executive Director