

**CHAPTER 6 OFFICE OF GOVERNMENT-WIDE POLICY (OGP)**

**PART 1 DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE ASSOCIATE ADMINISTRATOR FOR GOVERNMENT-WIDE POLICY**

<b>Delegated Authority</b>		<b>Limitations</b>
<b>1. General Authorities.</b>		
<b>a.</b>	Acts as the Regulatory Policy Officer for GSA under E.O. 12866 on Regulatory Planning and Review, and 40 U.S.C. § 121(c).	Authority not re-delegable
<b>b.</b>	Issues guidance/instructions to Federal agencies on travel, transportation, the management of property, and the provision of other administrative services (excluding financial management and Federal personnel management) as the Administrator shall designate, and other areas of functional responsibility (see GSA Organization Manual, Ch. 5 (OHR P 5440.1) that fall within the purview of the Office of Government-wide Policy (OGP).	
<b>c.</b>	Issues proposed regulations that will prescribe policies on travel, transportation, the management of property and services, and other areas of functional responsibility, as described in OHR P 5440.1, Chapter 5, that fall within the purview of OGP. This includes authority to make any determinations and decisions required by law, regulation, or agency directive relating to the issuance and publication of such policies and proposed regulations. This includes authority to act as the agency head under 5 U.S.C. § 605(b) to certify that a proposed regulation will not, if promulgated, have a significant impact on a substantial number of small entities. (40 U.S.C. § 121(c) and (d)).	
<b>d.</b>	Develops interim and final regulations that will prescribe policies on travel, transportation, the management of property and administrative services and other areas of functional responsibility that fall within the purview of OGP for issuance by the Administrator. This includes developing any determinations and decisions required by law, regulation, or agency directive relating to the issuance, publication and codification of such policies and regulations. (40 U.S.C. § 121(c) and (d)).	
<b>e.</b>	Approves or disapproves requests for deviations from or waivers of regulations, other than acquisition regulations, issued by the Administrator unless the	

	regulation specifically requires the Administrator's approval and precludes re-delegation of approval/disapproval authority or specifies another GSA official as the deciding official.	
f.	Accepts or rejects on behalf of the Federal Government unconditional gifts of personal or other property in the aid of any project or function of OGP. (40 U.S.C. § 3175).	
g.	Serves as GSA's Evaluation Officer and performs the responsibilities outlined in the Foundations for Evidence-based Policy Making Act of 2018 and supporting OMB implementation guidance as required by Public Law 115-435 and OMB Memo M-19-23.	This authority may be redelegated to the Director, Office of Evaluation Sciences.
<b>2. GSA Administrative Policy</b>		
	Develops and recommends to the Administrator policies and procedures for managing GSA's agency-wide mail operations, fleet activities, foreign gifts program, GSA-owned personal property and space programs.	
<b>3. Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), and other agreements</b>		
	Executes Memoranda of Understanding and Agreements with other agencies, or internally with services or staff offices within GSA, for those activities for which the Office of Governmentwide Policy has responsibility.(40 U.S.C. § 501; 31 U.S.C. § 1535; and any other specific legal authority related to the action.)	Delegation of authority for procurement and contracting is subject to the Contracting Officer Warrant Program (COWP) (GSAM 501.603)
<b>4. Information Technology</b>		
a.	Develops, maintains, and disseminates for the use of executive agencies, as requested by the Office of Management and Budget (OMB) or the agencies, recommended methods and strategies for the development and acquisition of information technology, including electronic commerce. (44 U.S.C. § 3602(f)(6)).	

b.	Facilitates Government-wide policy development support, interagency coordination, and technical support functions for enhanced electronic commerce.	
	(44 U.S.C. § 3602(f)(6)).	
c.	Provides support and assistance to interagency groups such as the Chief Information Officers Council, Chief Financial Officers Council, Chief Data Officers Council, the Chief Acquisition Officers Council, the Federal Real Property Council and as requested by OMB. (44 U.S.C. § 3603(c)(3), 44 U.S.C. § 3520A, 41 U.S.C. Subchapter II, CFO Act of 1990 (Public Law 101-576), 40 U.S.C. § 623(g)).	
d.	Provides electronic and information technology technical assistance to individuals and Federal agencies concerning the requirements of Sec. 508, Electronic and Information Technology (29 U.S.C. § 794d, as amended).	
e.	Conducts and manages outreach programs in cooperation with agency managers to enhance the abilities of agencies to plan, acquire, and successfully implement information technology systems. (44 U.S.C. § 3602(f)(6)).	
f.	Establishes a framework to allow efficient interoperability among executive agencies when using electronic signatures, including processing of digital signatures. (44 U.S.C. § 3501, note).	
g.	Provides guidance and assistance and other records management services to Federal agencies on economical and effective records management. (44 U.S.C. § 2904, 41 CFR Part 102-193).	
<b>5. Regulatory Information, Systems, and Activities</b>		
a.	Serves as the CoChair of the eRulemaking Executive Steering Committee, in partnership with the Associate Administrator of the Office of Information and Regulatory Affairs at the Office of Management and Budget.	
b.	Compiles and analyzes data on both Government-wide and agency specific regulatory information and activities in support of OMB's coordinated Government-wide review of agency rulemaking. (E.O. 12866, E.O. 13563, E.O. 13579 and data on information collections under the Paperwork Reduction Act (44 U.S.C. § 3501 <i>et seq.</i> )).	

c.	Provides shared IT systems to federal agencies to fulfill mandates required by Section 206 of the E-Government Act of 2002, 44 U.S.C. § 3501, which requires agencies, to the extent practicable, to accept submissions (e.g., comments submitted on proposed rules) electronically and to make electronic docket (the full set of material related to a rule) publicly available online and to support other requirements of the federal rulemaking process, including those mandated by the Administrative Procedure Act of 1946, 5 U.S.C. § 500 et seq., 5 U.S.C. § 553 .	
<b>6. Property Management and Disposal.</b>		
a.	<b>Real Property</b>	
	(1) Provides government-wide policy oversight and guidance for the acquisition, construction, utilization, management, and disposal of Federal real property. Provides leadership in the development and maintenance of a centralized government-wide real property inventory system. (E.O. 13327, Sec. 2; 40 U.S.C. § 101 <i>et seq.</i> ; 40 U.S.C. § 121(c); Subtitles I and II of Title 40, of the U.S.C.; 40 U.S.C. § 3302 <i>et</i>	
	<i>seq.</i> and Pub. L. 107-217); Pub. L. 114–287, 130 Stat. 1463; Pub. L. 114–318, 130 Stat. 1608.	
	(2) Develops regulations, standards and criteria for issuance by the Administrator for the acquisition, construction, utilization, management, and disposal of Federal real property. (E.O. 13327; E.O. 12072, Sec. 1-2, 1-201(b); 40 U.S.C. § 101 <i>et seq.</i> , 40 U.S.C. § 121(c); Subtitles I and II of Title 40 of the U.S.C., and 40 U.S.C. § 550; Pub. L. 116-276, 134 Stat. 3362).	
	(3) Periodically evaluates the implementation and effectiveness of real property policies and delegations of authority and the need for continuous improvement. (E.O. 13327; OMB Memo M-20-3).	
	(4) Provides guidance, assistance, and oversight on alternative workplace arrangements to executive agencies and others. (40 U.S.C. § 587(c)(3)).	
	(5) Implements broadband infrastructure on federal real property. (E.O. 13821; Section 608 of the MOBILE NOW Act, Public Law 115-141, Division P, Title VI).	
b.	<b>Personal Property.</b>	

	(1) Develops and recommends to the Administrator regulations and policies for the Federal Government pertaining to the management and disposition of personal property. (40 U.S.C. §§ 121(c), 503, 506, 521-529, 541-558, 571-573, 702-704, 1306, 5 U.S.C. § 7342; 15 U.S.C. § 3710(i); E.O. 12999).	
	(2) Determines the categories of surplus and exchange/sale personal property which can be sold by negotiated sale at fixed prices. (40 U.S.C. §§ 503, 545).	
	(3) Surveys Federal property and property management practices and cooperates with executive agencies to establish reasonable inventory levels for property stocked by them. (40 U.S.C. § 506(a)(1)(B)).	
	(4) Approves or disapproves requests of holding agencies to sell classes of personal property that are ineligible for exchange/sale. (40 U.S.C. § 503(b)(1)).	
	(5) Approves or disapproves requests of holding agencies to sell specific types and/or quantities of surplus and exchange/sale personal property. (40 U.S.C. §§ 541, 503).	
	(6) Reassigns GSA property among GSA activities, determines that GSA property is excess, performs care	
	and handling of excess GSA property pending transfer, and transfers excess GSA property to other agencies. (40 U.S.C. §§ 102 and 524).	
<b>7. Fleet Management</b>		
<b>a.</b>	Develops and recommends to the Administrator regulations and policies for the Federal Government pertaining to Government vehicles. (40 U.S.C. § 121(c); 40 U.S.C. § 601, <i>et seq.</i> ; 31 U.S.C. § 1344).	Federal Acquisition Service (FAS) is responsible for developing and recommending to the Administrator policies concerning the GSA Fleet. OGP will manage the rule-making process for any GSA Fleet regulations on behalf of FAS (see Chapter 4, paragraph 7n).
<b>b.</b>	Develops procedures for the Federal Government to ensure safe operation of motor vehicles on Government business. (40 U.S.C. § 601 <i>et seq.</i> ).	

c.	Develops Government-wide regulations for issuance by the Administrator and administers programs pertaining to energy conservation in the executive agency vehicles. Ensures that motor vehicles acquired by executive agencies conform to the requirements of E.O. 12919, as amended (see E.O. 11912, as amended).	
d.	Provides for motor vehicle identification, and grants exemptions from motor vehicle identification requirements on GSA operated vehicles when conspicuous identification would interfere with the purpose for which vehicles are acquired and used. (40 U.S.C. § 609).	
e.	Provides for reporting to the head of the employing agency or designee any violation involving the conversion of a Government-owned or -leased motor vehicle by a Government official or employee for personal use or the personal use of others. (40 U.S.C. § 611).	Authority does not include reporting violations for GSA Fleet vehicles (see Chapter 4 of this Manual).
<b>8. Travel.</b>		
a.	Develops and recommends to the Administrator regulations, as appropriate, for the Federal Government pertaining to travel, relocation allowances, and other official travel expenses. Develops and publishes per diem rates in Federal Travel Regulation Bulletins. (5 U.S.C. §§ 5701-5739, 5741-5742; 5 U.S.C. § 4111(b); 20 U.S.C. § 905(a); 31 U.S.C. §	
	1353; E.O. 11609, as amended).	
b.	Conducts periodic investigations of the cost of travel and the operation of privately owned vehicles to employees while engaged on official business and prepares reports of the results for the signature of the Administrator, or the Administrator's designee, to be submitted to Congress at least once a year. Develops and publishes privately owned vehicles rates in Federal Travel Regulation Bulletins. (5 U.S.C. §§ 5704 and 5707(b)).	
<b>9. Transportation and Transportation Audits</b>		
a.	Develops and recommends to the Administrator regulations, as appropriate, for the Federal Government pertaining to billing, payment, and audit of transportation expenses. (31 U.S.C. § 3726).	

b.	Makes determinations, or delegates authority, to represent executive agencies in proceedings involving transportation services before Federal and State regulatory bodies. (40 U.S.C. § 501).	Authority is limited to transportation services and does not include communications and public utilities.  Requires concurrence of the appropriate Associate General Counsel.
c.	Develops and establishes criteria for prepayment audit programs, approves prepayment audit programs for agencies, and grants waivers for continued use of post payment audits in limited situations. (31 U.S.C. § 3726).	
<b>10. Mail Management</b>		
a.	Develops and recommends to the Administrator policies, regulations, standards, and guidelines for the Federal Government pertaining to mail. (44 U.S.C. §§ 2901-2902, 2904, and 2906).	
b.	Inspects Federal Government mail operations for conformance with established policies and procedures. (44 U.S.C. §§ 2904 and 2906).	
<b>11. Aircraft Management</b>		
	Develops and recommends to the Administrator policies, regulations, standards, and guidelines for acquisition, use and disposal of Federal Government	
	aircraft. (OMB Circular A-126).	
<b>12. Forms Management</b>		
	Develops and recommends to the Administrator policies and procedures for managing the Government-wide Standard and Optional Forms programs.	
<b>13. Printing.</b>		
	Develops and recommends to the Administrator policies and procedures for managing GSA's agency-wide printing, duplicating, and distribution programs.	
<b>14. Committee Management Secretariat</b>		

	<p>Performs all functions of the Committee Management Secretariat assigned to the Administrator by Executive Order 12024, which include but are not limited to development of policies, regulations, and guidelines implementing the Federal Advisory Committee Act (FACA). (5 U.S.C. App. ).</p>	
<b>15. Human Capital Authorities</b>		
	(See Part 1, Chapter 2, of this Manual)	
<b>16. Common Authorities</b>		
	(See Part 2, Chapter 2, of this Manual)	
<b>17. Financial Management Authorities</b>		
	(See CFO P 5450.1)	

## PART 2 OFFICE OF ACQUISITION POLICY

To the extent that the Inspector General has independent contracting authority under Section 6 of the Inspector General Act of 1978, as amended, the following delegations do not limit that authority

<b>Delegated Authority</b>		<b>Limitations</b>
<b>1. Specific Authorities</b>		
<b>a.</b>	The Deputy Associate Administrator for Acquisition Policy shall have acquisition management as that official's primary duty and advise and assist the head of the executive agency and other agency officers to ensure that the mission of the executive agency is achieved through the management of the agency's acquisition activities. (41 U.S.C. § 1702(a)-(b)).	Authority not re-delegable
<b>b.</b>	Directs and coordinates the activities of the Office of Acquisition Policy that manages acquisitions within the GSA. (41 U.S.C. § 1702(b)(1)).	
<b>c.</b>	Monitors the performance of acquisition activities and acquisition programs of GSA, evaluating the performance of those programs on the basis of applicable performance measures, and advising the Administrator regarding the appropriate business strategy to achieve the mission of GSA. (41 U.S.C. § 1702(b)(3)(A)).	
<b>d.</b>	Ensures the appropriate use of full and open competition in the acquisition of property (personal and real) and services by GSA by establishing policies, procedures, and practices that ensure that GSA receives a sufficient number of sealed bids or competitive proposals from responsible sources to fulfill the Government's requirements (including performance and delivery schedules) at the lowest cost or best value considering the nature of the property or service procured. (41 U.S.C. § 1702(b)(3)(B)).	
<b>e.</b>	Ensures appropriate use of performance-based contracting and performance specifications. (41 U.S.C. § 1702(b)(3)(C)).	

f.	Makes acquisition decisions consistent with all applicable laws and establishes clear lines of authority, accountability, and responsibility for	
	acquisition decision-making within GSA. (41 U.S.C. § 1702(b)(3)(D)).	
g.	Manages the direction of acquisition policy for GSA, including implementation of the unique acquisition policies, regulations, and standards of GSA. (41 U.S.C. § 1702(b)(3)(E)).	
h.	Advises GSA on the applicability of relevant policy on the contracts of the agency for overseas contingency operations and ensures the compliance of the contracts and contracting activities of the agency with such policy ((41 U.S.C. § 1702(b)(3)(F)).	
i.	Develops and maintains an acquisition career management program in GSA to ensure that there is an adequate professional workforce. (41 U.S.C. § 1702(b)(3)(G)).	
j.	As part of the strategic planning and performance evaluation process required under 5 U.S.C. § 306 and 31 U.S.C. §§ 1105(a)(28), 1115, 1116, and 9703 (41 U.S.C. § 1702(b)(3)(H)):	
	(1) Assesses the requirements established for GSA personnel regarding knowledge and skill in acquisition resources management and the adequacy of such requirements for facilitating the achievement of the performance goals established for acquisition management; .	
	(2) Develops strategies and specific plans for hiring, training, and professional development in order to rectify any deficiency in meeting those requirements.	

	(3) Reports to the Chief Acquisition Officer on the progress made in improving acquisition management capability.	
<b>k.</b>	Carries out the following duties as part of the national response under the Defense Priorities and Allocations System (DPAS) to support emergency preparedness and continuity of Government operations as required under(50 U.S.C. 4501 et seq (as implemented in 15 CFR Part 700), 42 U.S.C 5121, et seq., U.S.C. § 4511 and the Department of Commerce Delegation #3.	
	(1) Issues policies and procedures to place and monitor the acquisitions that carry a priority rating for the Departments of Defense, Energy, or Homeland Security.	
	(2) Establishes limitations, guidelines, and requirements for the exercise by other GSA offices of the authority re-delegated to them by the Administrator to place orders (including cleaning supplies, telework emergency response equipment, and IT Healthcare)	
	(3) Reports any allegations of DPAS violations to the Department of Commerce, Bureau of Industry and Security (DOC/BIS).	
	(4) Develops monthly reporting to the DOC/BIS on the contracts assigned priority ratings and their dollar value.	
<b>2. GSA-Wide Acquisition Regulations, Policies, and Procedures</b>		
	Issues and maintains GSA-wide acquisition regulations, policies, and procedures that implement and supplement the FAR and makes any	

	determinations and decisions required by law, regulation, or agency directive relating to the issuance, publication, and codification of such policies, procedures, and regulations. (41 U.S.C. §§ 1303(a)(2),(3)).	
<b>3. Gratuities</b>		
	Determines whether a contractor offered or gave a gratuity to an officer, official, or employee of the Government and intended by the gratuity to obtain a contract or favorable treatment under a contract. (48 CFR §§ 3.204 and 503.204).	
<b>4. Deciding Protests</b>		
	Acts as the Agency Protest Official for GSA with authority to review and decide procurement protests filed with GSA. This includes the authority to hear and review supporting arguments, request relevant information from the parties, issue decisions, and recommend appropriate remedies. (E.O. 12979, 48 CFR §§ 33.103 and 533.103).	
<b>5. Task and Delivery Order Ombudsman</b>		
	Appoints a GSA employee or officer to serve as the Task and Delivery Order Ombudsman for GSA. (41 U.S.C. § 4106).	Authority may be re- delegated only to an employee within the Office of Acquisition Policy
<b>6. Cost Accounting Standards Board</b>		
	Appoints a GSA employee or officer to the Cost Accounting Standards Board. (41 U.S.C. § 1501(b)(1)(A)(ii)).	
<b>7. Agency Competition Advocate</b>		
	Appoints a GSA employee or officer to serve as the Agency's Advocate for Competition (41 U.S.C. § 1705).	Competition advocate must be someone other than the Senior Procurement Executive. (41 U.S.C. § 1705 and FAR Subpart 6.5.)
<b>8. Eligibility to use GSA sources</b>		

	<p>Makes eligibility determinations concerning the uses of GSA sources by certain entities as authorized under law, regulation, or policy. (e.g., 40 U.S.C. § 502, 25 U.S.C. 5324(k); 25 U.S.C. 4111(j))</p>	
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**9. Federal Acquisition Institute**

	<p>Assists the Administrator for Federal Procurement Policy in performing functions of the Federal Acquisition Institute. (41 U.S.C. § 1122(a)(5)).</p>	

## PART 3 SENIOR PROCUREMENT EXECUTIVE

To the extent that the Inspector General has independent contracting authority under Section 6 of the Inspector General Act of 1978, as amended, the following delegations do not limit that authority.

Delegated Authority	Limitations
<b>1. The Deputy Chief Acquisition Officer</b>	
The Deputy Chief Acquisition Officer serves as the GSA Senior Procurement Executive and reports directly to the GSA Chief Acquisition Officer.	
<b>2. The Senior Procurement Executive</b>	
Manages the direction of the GSA procurement system, including implementation of the unique procurement policies, regulations, and standards of GSA. (41 U.S.C. § 1702(c)(2)).	
<b>3. Federal Acquisition Regulatory (FAR) Council</b>	
<b>a.</b> Represents and exercises the authority of the Administrator on the Federal Acquisition Regulatory Council. (41 U.S.C. § 1302).	
<b>b.</b> Issues and maintains the Federal Acquisition Regulation, pursuant to the authority under Title III of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. § 501 <i>et seq.</i> ) and under the Office of Federal Procurement Policy Act (41 U.S.C. §§ 1121 <i>et seq.</i> ), jointly with the Department of Defense and the National Aeronautics and Space Administration. (41 U.S.C. § 1303).	
<b>4. Debarment and Suspension.</b>	
Acts as the agency debarring and suspending official for both procurement and non-procurement activities. This includes authority to suspend or debar acquisition and disposal contractors and to suspend or debar participants involved in Federal financial and nonfinancial assistance and benefits. (E.O. 12549, implemented at 41 CFR Part 105-68, E.O. 12689, 48 CFR § 9.4, and 31 U.S.C. § 6101, note).	Authority may be re-delegated only to an employee within the Office of Acquisition Policy.
<b>5. Contracting</b>	

<b>a.</b>	Has unlimited authority to contract for personal and	
	real property, construction, and services. This includes authority and responsibility for making determinations and decisions required by law, regulation, or agency directives including but not limited to the Federal Acquisition Regulation (FAR) and the General Services Administration Acquisition Regulation (GSAR) relating to the acquisition of property and services.	

<b>b.</b>	Acts as head of contracting activity (HCA) with authority and responsibility for making determinations and decisions required under Title III of the Federal Property and Administrative Services Act of 1949, as amended or other statutes in connection with the procurement of property and services. Consults with the FAS Commissioner, the FAS Deputy Commissioner, the PBS Commissioner and the PBS Deputy Commissioner on the re-delegation of their respective HCA authorities one level below their position, as authorized by their respective delegations of authority in chapters 4 and 5 of this Order.	
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c.	<p><u>Memoranda of Understanding (MOU) and other agreements.</u> Enters into MOUs, interagency agreements, cooperative agreements, grants and other similar agreements for those activities for which the Senior Procurement Executive has responsibility, including those functions cited in 41 U.S.C. § 1702(c). This includes authority and responsibility for making determinations and decisions required by any law, regulation, or agency directive relating to the use of the MOU or agreement. (40 U.S.C. §§ 501-502; 31 U.S.C. § 1535).</p>	
<b>6. Voiding and Rescinding Contracts.</b>		
	<p>Declares void and rescinds contracts, recovers amount expended, and property transferred. (48 CFR § 3.7, 18 U.S.C. § 218, E.O. 12448).</p>	<p>Authority may be re-delegated only to an employee within the Office of Acquisition Policy.</p>
<b>7. Construction Metrication Ombudsman.</b>		
	<p>Designates a senior agency official to serve as the Construction Metrication Ombudsman for GSA.(15 U.S.C § 205l(f)).</p>	<p>Construction Metrication Ombudsman may be in the Office of Government-wide Policy (OGP) or outside OGP but cannot be an employee or official in the PBS, Office of Design and Construction or Office of the Chief Architect</p> <p>This authority to appoint cannot be re-delegated.</p>

**PART 4 DELEGATION OF AUTHORITY FROM THE ASSOCIATE ADMINISTRATOR  
FOR GOVERNMENT-WIDE POLICY TO OGP OFFICIALS**

<b>Authority</b>		<b>Delegated To</b>	<b>Limitations</b>
1.	Serves as GSA's Evaluation Officer and performs the responsibilities outlined in the Foundations for Evidence-based Policy Making Act of 2018 and supporting OMB implementation guidance as required by Public Law 115-435 and OMB Memo M-19-23.	Director, Office of Evaluation Sciences	This authority may not be re-delegated
2.	Serves as GSA's Statistical Official and performs the responsibilities outlined in the Foundations for Evidence-based Policy Making Act of 2018 and supporting OMB implementation guidance as required by Public Law 115-435 and OMB Memo M-19-23.	Director, Office of Evaluation Sciences	This authority may not be re-delegated
3.	Serves as GSA's Chief Sustainability Officer and performs the responsibilities outlined in Executive Orders 13834, 13990, and 14008.	Director, Office of Federal High-Performance Green Buildings	This authority may not be re-delegated