

CHAPTER 3. OFFICE OF THE ADMINISTRATOR

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE DEPUTY ADMINISTRATOR

Delegated Authority		Limitations
1. Specific authority		
a.	The Deputy Administrator shall perform the functions designated by the Administrator by Subtitle 1, Title 40 of the United States Code and other applicable statutes and Executive Orders. The Deputy Administrator is Acting Administrator during the absence or disability of the Administrator.	This authority may not be redelegated
b.	Freedom of Information: Establishes systems and procedures to ensure timely coordination of and replies to initial FOIA requests (Freedom of Information Act, 5 U.S.C. § 552 (1994 and Supp. IV 1998))	
c.	Serves as the Chief Operating Officer for GSA in accordance with the GPRA Modernization Act of 2010.	
d.	Emergency Response and Recovery. Provides oversight and management control of program in accordance with GSA requirements.	
e.	The Deputy Administrator shall administer the Technology Modernization Fund and carry out GSA's responsibilities under Section 1078 of the National Defense Authorization Act for Fiscal Year 2018, Public Law 115-91.	
	(See Part 1, Chapter 2, of the Delegations Manual)	
2. Common authorities.		
	(See Part 2, Chapter 2, of the Delegations Manual)	
3. Financial Management authorities.		
	(See CFO P 5450.1)	

**PART 2. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR
TO THE OFFICE OF THE CHIEF OF STAFF**

Delegated Authority		Limitations
1. Chief of Staff authorities		
a.	Serves, as directed, as the Administrator's representative for the Agency on all matters, duties, and responsibilities assigned by the Administrator.	This authority may not be re-delegated unless specifically authorized by Administrator.
b.	Authorized to issue press releases, official communications, and speak on behalf of the Agency.	
c.	Reviews and approves all official statements and talking points of significant Agency policy.	
d.	Coordinates with White House, OMB, and other Departments and Agencies on official statements and discussions with reporters.	
Human capital authorities		
	(See Part 1, Chapter 2, of the Delegations Manual)	
Common authorities.		
	(See Part 2, Chapter 2, of the Delegations Manual)	
Financial Management authorities.		
	(See CFO 5450.1)	

**PART 3. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR
TO THE OFFICE OF THE SENIOR COUNSELOR TO THE ADMINISTRATOR**

RESERVED

**PART 4. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR
TO THE CHIEF ACQUISITION OFFICER**

Delegated Authority		Limitations
Chief Acquisition Officer authorities		
	The Chief Acquisition Officer for GSA (Services Acquisition Reform Act, 41 U.S.C. 414(a)(1) resides in the Office of Government-wide Policy and reports to the Administrator on the progress made in improving acquisition management capability. 41 U.S.C. § 414(b)(7)(C).	

**PART 5. DELEGATION OF AUTHORITY FROM THE DEPUTY ADMINISTRATOR
TO THE EXECUTIVE DIRECTOR OF THE TECHNOLOGY MODERNIZATION FUND
PROGRAM MANAGEMENT OFFICE**

Delegated Authority		Limitations
Specific authority		
	<p>Enters into MOUs, interagency agreements, and other similar agreements for those activities for which the Executive Director of the Technology Modernization Fund Program Management Office has responsibility. (Section 1078 of the National Defense Authorization Act for Fiscal Year 2018, Public Law 115-91)</p>	<p>This authority may not be redelegated.</p>