

**CHAPTER 16. OFFICE OF ADMINISTRATIVE SERVICES (OAS)**

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<b>Delegated Authority</b>		<b>Limitations</b>
<b>1. Contracting and Purchasing for GSA Internal Operations</b>		
	Manages the acquisition operations (contracting and purchasing) for GSA's Staff Offices (inclusive of Boards, Committees, and Teams supported by GSA). Provides functions related to contracting, contract administration, inspection, and contract close out. (40 U.S.C. § 121).	To the extent that the Inspector General has independent contracting authority under Section 6 of the Inspector General Act of 1978, as amended, this provision does not limit that authority of the Inspector General.
<b>2. Internal GSA Workspace and Facilities Management</b>		
<b>a.</b>	Creates policies and manages GSA workspace services and projects for internal GSA offices.	
<b>b.</b>	Approves office designs and furniture specifications for internal GSA workspaces in conjunction with FAS for procurement.	
<b>3. GSA Internal Policies and Administration</b>		
<b>a.</b>	Develops and implements agency-specific policies, procedures, and programs for managing GSA's agency-wide mail operations, supply management, printer services, fleet activities, foreign gifts program, GSA-owned personal property, and space programs. Manages GSA employee association certifications.	
<b>b.</b>	Develops and implements agency-specific travel policy for temporary duty allowances, relocation allowances, payments connected with the death of certain employees while on official travel, and payments from non-Federal sources in accordance with the Federal Travel Regulation (41 CFR Chapters 301-304). Develops and implements agency-specific local travel policy.	
<b>c.</b>	Develops and implements agency-specific policy on conference and event management.	
<b>d.</b>	Issues passports for official Government business in accordance with Department of State regulations.	
<b>e.</b>	Acts as the Senior Records Official to develop and implement related policies.	
<b>f.</b>	Establishes and maintains an active, continuing program for the economical and efficient management of the records of the agency. (44	

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	U.S.C. § 3102). Provides guidance, assistance, and other records management services to GSA on economical and effective records management.	
<b>4. Directives.</b>		
<b>a.</b>	Develops, administers, and maintains the GSA directives management system nationwide and provides advice and technical assistance to the Services, Staff Offices, and Regions on all aspects of the program.	The CASO's authority does not apply to the Office of Inspector General (OIG) where the OIG has separate authority, has adopted its own policy, or the GSA policy is inapplicable to the OIG.
<b>b.</b>	Issues directives to cover areas of assigned responsibility. These must be consistent with the policy and instructions issued by the Administrator and have the same force and effect as those issued by the Administrator. (40 U.S.C. § 121(c) and (d)).	
<b>5. Executive Correspondence</b>		
<b>a.</b>	Establishes and implements procedures for receiving, processing, recording (as required), and distributing Administrator mail.	
<b>b.</b>	Prepares and processes controlled correspondence, including congressional correspondence, for the Administrator and other GSA officials.	
<b>c.</b>	Develops and implements processes to ensure records management statutory requirements are met for the controlled correspondence of the Administrator and other GSA officials.	
<b>6. Audit, Evaluation, Inspection, and Resolution Program</b>		
<b>a.</b>	Formulates and monitors audit, evaluation and inspection, and resolution policies and procedures.	
<b>b.</b>	Monitors the agency's audit follow-up system, the resolution of audit recommendations, and prompt implementation of corrective actions. (ADM P 2030.2D, Dec. 1, 2010; Sec. 810, P.L. 104-106, Feb. 10, 1996).	
<b>c.</b>	Coordinates GSA's activities and responses for/ with the GAO and IG conducted audits, inspections and evaluations.	
<b>d.</b>	Directs the preparation of written responses;	

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	provides oversight with coordination for these responses to be submitted to GAO/OIG by assigned offices.	
<b>e.</b>	Prepares the Administrator’s Semiannual Management Reports to the Congress for approval, signature, and submission in accordance with OMB Circular A-50, the National Defense Authorization Act of 1996, Section 362, and the Inspector General Act.	
<b>f.</b>	Directs the preparation of written statements to the Office of Management and Budget and the Congress on GAO reports. Informs the appropriate GSA business line to prepare a written response to incoming GAO/IG Audits. Manages responses and coordinates with appropriate GSA offices (OCIA, etc.) during concurrence.	
<b>g.</b>	Determine whether recommendations are being effectively implemented and resolved, which could include: <ul style="list-style-type: none"> <li>• conducting a management review or request and OIG follow-up audit on non-implemented recommendations; and</li> <li>• monitoring management decisions of report recommendations to ensure that recommendations are implemented under the approved corrective action plan agreements.</li> </ul>	
<b>h.</b>	Provides technical assistance and advice to effectively address issues and document actions taken with respect to audits, internal review, evaluations, and inspections. Ensures that timely and cost-effective corrective actions are taken.	
<b>7. Fleet Management</b>		
<b>a.</b>	Oversees the use and management of GSA’s internal motor vehicle fleet, subject to Federal regulations and GSA Fleet guidelines.	
<b>b.</b>	Oversees the use and management of shuttle services and motor vehicle parking at all GSA facilities.	
<b>8. FOIA</b>		
<b>a.</b>	Establishes systems, policy, and procedures to	

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	ensure timely coordination of and replies to FOIA requests. (Freedom of Information Act, 5 U.S.C. § 552, as codified and amended).	
<b>b.</b>	Manages the entire FOIA process, operations, regulations, policy, and guidance for GSA.	
<b>9. Forms &amp; Printing</b>		
	Develops and recommends to the Administrator policies and procedures for managing the Government-wide Standard and Optional Forms program and Internal GSA Forms program.	
<b>10. Mail Management</b>		
<b>a.</b>	Establishes internal written policies and procedures to provide timely and cost-effective dispatch and delivery of mail and materials;	
<b>b.</b>	Ensures agency-wide awareness and compliance with standards and operational procedures established by all service providers used by the agency.	
<b>11. Travel Card Program Management</b>		
	Develops internal agency policy and procedures for the travel card program. Manages agency travel card program. (OMB Circular A-123, Appendix B).	
<b>12. Purchase Card Program Management</b>		
	Develops internal agency policy and procedures for GSA's purchase card program. Manages agency purchase card program. (OMB Circular A-123, Appendix B).	
<b>13. Memoranda of Understanding (MOU) and other agreements</b>		
	Enters into MOUs, MOAs, interagency agreements and other similar agreements for those activities for which the Chief Administrative Services Office has responsibility.	
<b>14. Human capital authorities. (See Part 1, Chapter 2, of this Manual)</b>		
<b>15. Common authorities. (See Part 2, Chapter 2, of this Manual)</b>		

**CHAPTER 16. OFFICE OF ADMINISTRATIVE SERVICES (OAS)**

**PART 2. DELEGATION OF AUTHORITY FROM THE CHIEF ADMINISTRATIVE  
SERVICES OFFICER TO OAS OFFICIALS**

**RESERVED**