

CHAPTER 16. OFFICE OF ADMINISTRATIVE SERVICES (OAS)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHIEF ADMINISTRATIVE SERVICES OFFICER

1. Contracting and Purchasing for GSA Internal Operations	2
2. Internal GSA Workspace and Facilities Management	2
3. GSA Internal Policies and Administration	2
4. Directives	3
5. Executive Correspondence	3
6. Fleet Management	3
7. Forms & Printing	3
8. Mail Management	4
9. Travel Card Program Management	4
10. Purchase Card Program Management	4
11. Memoranda of Understanding (MOU) and other agreements	4
12. Human capital authorities (See Part 1, Chapter 2, of this Manual)	4
13. Common authorities (See Part 2, Chapter 2, of this Manual)	4

PART 2. DELEGATION OF AUTHORITY FROM THE CHIEF ADMINISTRATIVE SERVICES OFFICER TO OAS OFFICIALS	5
--	----------

CHAPTER 16. OFFICE OF ADMINISTRATIVE SERVICES (OAS)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHIEF ADMINISTRATIVE SERVICES OFFICER

Delegated Authority		Limitations
1. Contracting and Purchasing for GSA Internal Operations		
	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.
2. Internal GSA Workspace and Facilities Management		
a.	Creates policies and manages GSA workspace services and projects for internal GSA offices.	
b.	Approves office designs and furniture specifications for internal GSA workspaces in conjunction with FAS for procurement.	
3. GSA Internal Policies and Administration		
a.	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.	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.	
c.	Develops and implements agency-specific policy on conference and event management.	
d.	Issues passports for official Government business in accordance with Department of State regulations.	
e.	Acts as the Senior Records Official to develop and implement related policies.	
f.	Establishes and maintains an active, continuing program for the economical and efficient	

CHAPTER 16. OFFICE OF ADMINISTRATIVE SERVICES (OAS)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHIEF ADMINISTRATIVE SERVICES OFFICER

	management of the records of the agency. (44 U.S.C. § 3102). Provides guidance, assistance, and other records management services to GSA on economical and effective records management.	
4. Directives.		
a.	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.	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)).	
5. Executive Correspondence		
a.	Establishes and implements procedures for receiving, processing, recording (as required), and distributing Administrator mail.	
b.	Prepares and processes controlled correspondence, including congressional correspondence, for the Administrator and other GSA officials.	
c.	Develops and implements processes to ensure records management statutory requirements are met for the controlled correspondence of the Administrator and other GSA officials.	
6. Fleet Management		
a.	Oversees the use and management of GSA's internal motor vehicle fleet, subject to Federal regulations and GSA Fleet guidelines.	
b.	Oversees the use and management of shuttle services and motor vehicle parking at all GSA facilities.	
7. Forms & Printing		
	Develops and recommends to the Administrator policies and procedures for managing the Government-wide Standard and Optional Forms program and Internal GSA Forms program.	

CHAPTER 16. OFFICE OF ADMINISTRATIVE SERVICES (OAS)

PART 1. DELEGATION OF AUTHORITY FROM THE ADMINISTRATOR TO THE CHIEF ADMINISTRATIVE SERVICES OFFICER

8. Mail Management		
a.	Establishes internal written policies and procedures to provide timely and cost-effective dispatch and delivery of mail and materials;	
b.	Ensures agency-wide awareness and compliance with standards and operational procedures established by all service providers used by the agency.	
9. Travel Card Program Management		
	Develops internal agency policy and procedures for the travel card program. Manages agency travel card program. (OMB Circular A-123, Appendix B).	
10. Purchase Card Program Management		
	Develops internal agency policy and procedures for GSA's purchase card program. Manages agency purchase card program. (OMB Circular A-123, Appendix B).	
11. Memoranda of Understanding (MOU) and other agreements		
	Enters into MOUs, MOAs, interagency agreements and other similar agreements for those activities for which the Chief Administrative Services Office has responsibility.	
12. Human capital authorities. (See Part 1, Chapter 2, of this Manual)		
13. Common authorities. (See Part 2, Chapter 2, of this Manual)		

CHAPTER 16. OFFICE OF ADMINISTRATIVE SERVICES (OAS)

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

RESERVED