

GSA DELEGATIONS OF AUTHORITY

SUBJECT: Delegations of Authority Manual

1. Purpose. This directive revises Chapter 2, Part 1 of the GSA Delegations of Authority Manual, which outlines the delegation of authorities from the Administrator to the Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators.
2. Cancellation. Supersedes ADM 5450.39D, Chapter 2, Part 1 paragraph 3 dated January 19, 2021.
3. Delegation of Authority. GSA Order ADM 5450.39D CHGE 1, Chapter 2, Human Capital and Common Authorities, January 19, 2021, delegates the authority to take adverse actions and actions based on unsatisfactory performance to Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.

This Order updates Chapter 2, Part 1 paragraph 3 to clarify that this delegation includes lesser disciplinary actions not solely adverse actions and makes other revisions for accuracy and consistency with underlying authorities.

I hereby direct the attachment to be included as Chapter 2, Part 1, of the GSA Delegations of Authority Manual.

To the extent any delegations have been made from the Executives in the Office of the Administrator and to the Heads of Services and Staff Offices, and Regional Administrators to officials within their respective offices pursuant to Chapter 2, paragraph 3 of the Delegations of Authority prior to this issuance, I ratify the validity of such delegations.

4. Implementing Actions.
  - a. The changes outlined in this Delegation become effective upon signature.

b. The Chief Administrative Services Officer may cancel this order, in consultation with the CHCO, upon publication of a superseding directive that cancels it in accordance with OAS P 1832.1A.

c. The officials designated in this Order, in conjunction with other appropriate officials, shall take all necessary actions to implement this order. The GSA Delegations of Authority Manual will be updated at a later date.

5. Signature.

/S/ \_\_\_\_\_  
ROBIN CARNAHAN  
Administrator

March 17, 2022 \_\_\_\_\_  
Date

**Attachment**

Authority	Delegated to	Limitation
<b>3. Conduct based action and actions based on unsatisfactory performance.</b>		
<p>a. Issue notices of proposed adverse actions to suspend for 15 days or more, furlough without pay, reduce in grade or pay, or remove employees, and sign final letters of decisions on these actions.</p> <p>Issue notices proposing to remove or reduce in grade and sign final letters of decision based on unsatisfactory performance under 5 CFR Part 432.</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators</p>	<p>Proposal notices and decision notices require prior concurrence of the appropriate servicing human resources office as to compliance of the notice within applicable regulations.</p> <p><b>Proposing Official</b> – May be the first line supervisor, another supervisor in the chain of command or a designated supervisor outside of the chain of command</p> <p>Determination must be made in consultation with OHRM.</p> <p><b>Deciding Official</b> – May be a higher-level supervisor in the chain of command or a designated supervisor outside of the chain of command.</p> <p>This does not include the authority to issue letters to members of the Senior Executive Service (SES). Any action affecting members of the Senior Executive Service must be coordinated with the Chief Human Capital Officer. Letters for members of the SES must be signed by the Administrator.</p> <p>This does not include actions relating to employees of the Office of Inspector General.</p>
<p>b. Take non-adverse disciplinary actions, as appropriate.</p>	<p>Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators</p>	<p>All disciplinary actions require prior concurrence of the appropriate servicing human resources office as to compliance of the notice within applicable regulations.</p> <p><b>Issuing Official for Warning Notices and Reprimands</b>- May be the first line supervisor, another supervisor in the chain of command or a designated supervisor outside of the chain of command.</p>

			<p><b>Proposing Official</b> – May be the first line supervisor, another supervisor in the chain of command or a designated supervisor outside of the chain of command.</p> <p>Determination must be made in consultation with OHRM.</p> <p><b>Deciding Official</b> – May be a higher-level supervisor in the chain of command or designated supervisor outside of the chain of command.</p> <p>Determination must be made in consultation with OHRM.</p> <p>This does not include the authority to issue letters to members of the Senior Executive Service (SES). Any action affecting members of the Senior Executive Service must be coordinated with the Chief Human Capital Officer. Letters for members of the SES must be signed by the Administrator.</p> <p>This does not include actions relating to employees of the Office of the Inspector General.</p>
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