

CHAPTER 2 HUMAN CAPITAL AND COMMON AUTHORITIES

PART 1 DELEGATION OF HUMAN CAPITAL AUTHORITIES FROM THE ADMINISTRATOR TO THE EXECUTIVES IN THE OFFICE OF THE ADMINISTRATOR, HEADS OF SERVICES AND STAFF OFFICES, AND REGIONAL ADMINISTRATORS

Scope of Delegations The authorities delegated in this chapter to Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators apply only to their individual organization. Each of these officials in turn re-delegates authority down to the final point of exercise to officials reporting to them and, in the case of FAS and PBS to their respective Regional Commissioners, except where specifically precluded by the delegation from the Administrator, and each establishes such administrative limitation on the exercise of delegated authority as may be determined to be in the best interest of GSA.

The authority of the Inspector General to select, appoint, and employ such officers and employees of the Office of Inspector General is derived from Section 6 of the Inspector General Act of 1978, (5 U.S.C. App.3), as amended. As such, the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the Office of the Inspector General. Therefore, the following determinations do not limit the authority of the Inspector General, as granted by the Inspector General Act of 1978, as amended. Those delegations not covered by the authority granted by the Inspector General Act, such as those related to the Privacy Act and/or the Freedom of Information Act, remain applicable.

Human Resources policy in GSA is provided through various GSA Orders in the 6000 through 9900 series. These policies provide additional guidance on these and other authorities provided to GSA Officials.

Authority		Delegated to	Limitations
1. Selection.			
	Make the final selection of candidates for positions or decide upon further personnel action; e.g., re-announcement.	Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators.	The selection of reemployed annuitants may not be redelegated.
2. Details within GSA.			
	Upon request of the office to which the employee is regularly assigned, approve or disapprove the detail of GSA employees within the agency for up to 120 days. These details may be extended. (5 U.S.C. 3341; 5 CFR 300.301)	Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators	Details of more than 120 days to higher grade positions or to positions with known promotion potential must be made under competitive promotion procedures. Details beyond 30 days

Authority		Delegated to	Limitations
			must be reported to the servicing Human Resources office to ensure compliance with regulations, collective bargaining agreements, and processing of SF-50.
3. Adverse actions and actions based on unsatisfactory performance.			
a.	Issue notices of proposed adverse actions to suspend, furlough without pay, reduce in grade or pay or, remove employees, and sign final letters of decisions on these actions. Issue notices proposing to remove or reduce in grade and sign final letters of decision based on unsatisfactory performance under 5 CFR Part 432. (5 CFR 432 3.a.)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	<p>Proposal letters and decision letters require prior concurrence of the appropriate servicing human resources offices as to compliance of the letter within applicable regulations.</p> <p><u>Proposing Official</u> – Can be the first line supervisor or higher level supervisory official. Determination must be made in consultation with OHRM.</p> <p><u>Deciding Official</u> – Must be a higher level supervisor who may be in a direct or indirect chain of command than the proposing official.</p> <p>For those actions proposed by the AC or RC, the Deputy Commissioner should serve as the deciding official. The Commissioner has the discretion to re-delegate as appropriate.</p> <p>This does not include the authority to issue final letters to members of the Senior Executive Service (SES). Any action affecting members of the Senior Executive Service must be coordinated with</p>

Authority		Delegated to	Limitations
			<p>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>
b.	Take disciplinary action, as appropriate, not resulting in loss of pay, position, or benefits, involving members of the Senior Executive Service assigned to their organizations.	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	<p><u>Proposing Official</u> – Can be the first line supervisor or higher level supervisory official. Determination must be made in consultation with OHRM.</p> <p><u>Deciding Official</u> – Must be a higher level supervisor who may be in a direct or indirect chain of command than the proposing official.</p> <p>For those actions proposed by the AC or RC, the Deputy Commissioner should serve as the deciding official. The Commissioner has the discretion to re-delegate as appropriate.</p> <p>This does not include the authority to issue final 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</p>

Authority		Delegated to	Limitations
			actions relating to employees of the Office of the Inspector General.
4. Grievances under the GSA Grievance Procedure. (Negotiated grievance procedures are as stated in the appropriate Negotiated Bargaining Agreements.)			
a.	Act as the deciding official on formal grievances concerning matters within their jurisdictions except when the subject of the grievance is a decision that was made or concurred in by them or an action that was taken by them. (HB, GSA Grievance Procedures (OAD P 9771.1A))	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	
b.	Acts for the Administrator as the deciding official on grievances against Heads of Services and Staff Offices and Regional Administrators.	Deputy Administrator	May be redelegated to the Chief Human Capital Officer or other appropriate official The authority to act as the deciding official on grievances against the Inspector General may not be redelegated.
5. Incentive awards.			
a.	Individual Performance Awards.	Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators	Must be exercised in accordance with GSA Associate Performance Recognition System (APRS), CPO P 9451.1 Approval of awards is limited to employees within their jurisdiction.
b.	Quality Step Increase (QSI).	Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators	Must be exercised in accordance with GSA Associate Performance Recognition System (APRS), CPO P 9451.1 Approval of awards is limited to employees within their jurisdiction.
c.	Organizational Performance Awards.		Awards over \$5,000 require the approval of the Administrator. Awards to the staff of the Inspector General are not

Authority		Delegated to	Limitations
			covered by this delegation.
d.	Special Act Awards.		<p>All Special Act Awards require two levels of approval.</p> <p>Awards over \$5,000 require the approval of the Administrator except awards to the staff of the Inspector General.</p>
e.	<u>Honor Awards</u> . Upon request for nominations from the CHCO, submits recommendations for the Administrator's Distinguished Service Award, Administrator's Meritorious Service Award, and Administrator's Excellence in Performance Award		Recommendations must have concurrence from the HSSO before submission to the Administrator for final approval.
f.	Exceptional Service Awards.		<p>A supervisor may submit a nomination at any time to their HSSO for endorsement of the Administrator's Exceptional Service Award.</p> <p>The CHCO must concur, prior to the Administrator's approval.</p> <p>The Administrator's approval may not be re-delegated.</p>
g.	<u>Other Awards - Non-monetary Recognition</u> . Approves the following awards: Public Service Award, Commendable Service Award, Certificates of Performance Achievement, Official Letters of Recommendation, and Non-GSA Awards.		Recommendations should be in writing and forwarded through channels to the HSSO for approval and issuance.
6. Part-time employment.			
a.	Identify positions which can be staffed on a part-time basis. (5 U.S.C. § 3402(a)(1)(A))	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.	

Authority		Delegated to	Limitations
b.	Grants exceptions to permit part-time employees to work regularly from 1 to 15 hours per week. (5 U.S.C. § 3402(a)(3))	Chief Human Capital Officer, Inspector General	
7. Pay Allowances and Differentials.			
a.	Grant cost-of-living allowances and living quarters allowances:	Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators	
	(1) Grants allowances and differentials for employees stationed in foreign areas (Department of State Standardized Regulations (DSSR) Chapters 100, 200, and 500)		
	(2) Grants cost of living allowances for employees stationed in non-foreign areas (OPM regs. at 5 CFR 591, Subpart B)		
b.	Determine the eligibility of employees for advance payments, evacuation payments, and special evacuation allowances; approve waivers of recovery; and grant extensions for continuation of evacuation payments in accordance with 5 U.S.C. §§ 5521 thru 5527, DSSR Chapter 600; and 5 CFR 550.401 thru 407.	Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators	
c.	Determine whether to grant grade and/or pay retention to eligible employees under circumstances when it is not mandatory.	Chief Human Capital Officer, Inspector General	Must be exercised in accordance with applicable laws and regulations and agency policy.
d.	Certify in writing program necessity for using a special salary rate as a highest previous rate. (5 CFR 531.203)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	Must be exercised in accordance with applicable law and prescribed agency policy in the Pay Administration and Position Classification Handbook (OAD P 9550.1) Heads of Services may

Authority		Delegated to	Limitations
			establish additional criteria for the authorization of these payments out of the funds under their control.
e.	Authorize the payment of a supervisory differential to GS supervisors who provide direct technical supervision over one or more higher paid civilian employees where the positions of the subordinates are not under the General Schedule. (5 CFR 575.402)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	<p>Must be exercised in accordance with applicable laws, regulations, and agency policy.</p> <p>Heads of services may establish additional criteria for the authorization of these payments out of the funds under their control</p>
f.	When there is difficulty in obtaining employees to perform required personal services because of the restrictions in 5 U.S.C. § 5533(a) on pay for more than one position for more than 40 hours a week, may make an exception to the restriction upon a determination that the required services cannot be readily obtained otherwise. The exception shall specify the position(s) to which it applies. (5 U.S.C. § 5533; 5 CFR 550.504)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.	Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control
g.	Designates worksites within "normal" commuting patterns as remote and establishes allowance rates for each post of duty determined to be remote. (5 U.S.C. § 5942)	Chief Human Capital Officer, the Inspector General	
h.	May approve the appointment of persons at pay rates above the minimum for the grades because of superior qualifications of the candidate, or to satisfy special needs of the agency for the candidates' services. (5 U.S.C. § 5333)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	<p>Advanced in-hiring rates based on the candidate's current actual salary are subject to EX-I aggregate pay limitation.</p> <p>Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control</p>

Authority		Delegated to	Limitations
i.	May approve a recruitment incentive to recruit highly qualified personnel with unusually high or unique qualifications, or to meet a special need of the agency for the employee's services. (5 U.S.C. § 5754)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	<p>Requires the concurrence of the servicing Human Resources Officer.</p> <p>Requires the concurrence of a designated official to commit funds.</p> <p>Actions for members of the SES must be approved by the Administrator.</p> <p>Approving authority must be at a higher level than the recommending official.</p> <p>Incentives of \$10,000 or more in total or aggregate must be approved by the CHCO.</p> <p>Incentives, in any dollar amount that are to be given in combination or in addition to other initiatives (e.g. SQA) must be reviewed and approved by the CHCO.</p> <p>Incentives may not exceed 25 percent of basic pay multiplied by the number of years in the service period (not to exceed 4 years) and are subject to EX-1 aggregate pay limitation.</p> <p>Incentives may not be authorized for any category not listed in 5 CFR 575.103 without the prior approval of the OPM.</p> <p>The appointee must execute a written agreement to remain with</p>

Authority		Delegated to	Limitations
			<p>GSA for a minimum of 12 months. (5 CFR 575.110)</p> <p>Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control</p>
j.	May approve a retention incentive to retain a current agency employee with unusually high or unique qualifications, or to meet a special need of the agency for the employee's services. (5 U.S.C. 5754)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	<p>Requires the concurrence of the servicing Human Resources Officer.</p> <p>Requires the concurrence of a designated official to commit funds.</p> <p>Actions for members of the SES must be approved by the Administrator.</p> <p>Approving authority must be at a higher level than the recommending official.</p> <p>Incentives of \$10,000 or more in total or aggregate must be approved by the CHCO.</p> <p>Incentives, in any dollar amount that are to be given in combination or in addition to other initiatives (e.g. SQA) must be reviewed and approved by the CHCO.</p> <p>Incentives may not exceed 25 percent of basic pay multiplied by the number of years in the service period (not to exceed 4 years) and are subject to EX-1 aggregate pay limitation.</p> <p>Incentives may not be</p>

Authority		Delegated to	Limitations
			<p>authorized for any category not listed in 5 CFR 575.103 without the prior approval of the OPM.</p> <p>The appointee must execute a written agreement to remain with GSA for a minimum of 12 months. (5 CFR 575.110)</p> <p>Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control</p>
k.	May approve a relocation incentive for an employee who must relocate to accept a mission critical or hard to fill position. (5 U.S.C. 5753 and 5 CFR 575 Subpart B)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators.	<p>Must be exercised in accordance with GSA Associate Performance Recognition System (APRS), CPO P 9451.1</p> <p>Requires the concurrence of the servicing Human Resources Officer.</p> <p>Requires the concurrence of a designated official to commit funds.</p> <p>Actions for members of the SES must be approved by the Administrator.</p> <p>Incentives of \$10,000 or more in total or aggregate must be approved by the CHCO.</p> <p>Incentives, in any dollar amount that are to be given in combination or in addition to other initiatives (e.g. SQA) must be reviewed and approved by the CHCO.</p>

Authority		Delegated to	Limitations
			<p>Incentives may not exceed 25 percent of basic pay multiplied by the number of years in the service period (not to exceed 4 years).</p> <p>Total payment may not exceed 100% of annual pay at the beginning of the service period.</p> <p>Incentives may not be authorized for any category not listed in 5 CFR 575.203 without the prior approval of the OPM.</p> <p>Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control</p> <p>HSSOs may establish additional organizational criteria, not to exceed GSA 9575.1 HRM policy on the 3Rs (Recruitment, Retention, and Relocation).</p>
I.	May approve a student loan repayment (SLR) or not more than \$10,000 annually or \$60,000 overall per employee under 5 U.S.C. 5379 and 5 CFR part 537.	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	<p>Requires the concurrence of the servicing Human Resources Officer.</p> <p>Requires the concurrence of a designated official to commit funds.</p> <p>Actions for members of the SES must be approved by the Administrator.</p> <p>To receive an SLR, an employee must execute a</p>

Authority		Delegated to	Limitations
			<p>service agreement to remain with GSA for a minimum of 3 years.</p> <p>A written determination supporting either recruitment or retention need is required to meet the requirements of 5 CFR 537.105 and GSA policy.</p> <p>The renewal of a service agreement must be done prior to expiration of the existing service agreement.</p> <p>Heads of Services may establish additional criteria for the authorization of these payments out of the funds under their control</p>
8. Human capital accountability			
a.	Conducts human resources evaluations and directs corrective action in cases of regulatory or legal noncompliance.	Chief Human Capital Officer, the Inspector General	
b.	Provides binding advisory opinions on classification actions, post-audits, staffing actions, and directs corrective action.	Chief Human Capital Officer, the Inspector General	
c.	Talent Management system:	Executives in the Office of the Administrator, Heads of Services and Staff Offices and the Regional Administrators	
	(1) Develops the organization strategy to ensure the agency has quality employees with appropriate competencies in support of the Agency's mission and mission critical areas.		
	(2) Ensures programs are in place to attract, acquire, promote and retain quality talent		

Authority		Delegated to	Limitations
	(3) Ensures programs are in place to address succession management for critical talent		
	(4) Ensures programs are in place to identify and assess skill, knowledge, and competency requirements and gaps.		
	(5) Ensures programs are in place to close gaps and develop new competencies in all occupations used in the agency.		
9. Time and leave Must be exercised in accordance with OAD P 6010.4, Time and Leave Administration			
a.	Hours of duty		
	(1) Adjust the opening and closing hours of the basic 8-hour workday in order to promote efficiency and further the interests of the Government:	Executives in the Office of the Administrator	
	(a) In the Metropolitan Washington, DC area for both Central Office and regional employees	Chief Human Capital Officer	This authority is limited to adjustments when neither the current nor the proposed hours of duty begin or end within either of the periods 6:30 to 9:30 a.m. or 3:00 to 6:00 p.m.; or adjustments affecting fewer than 50 employees.
	(b) Within the regions, except for the Metropolitan Washington, DC area.	Regional Administrators	
	(c) In all locations for OIG employees.	Inspector General	
	(2) Establish flexible and/or compressed work schedules as appropriate for the organization in accordance with GSA time and leave policies.	Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators	<p>This authority is limited by the provisions of negotiated agreements with labor organizations</p> <p>Limitation does not apply to Inspector General</p> <p>Supervisors of SES members have the authority to establish or to decline to establish a maxi flex schedule for</p>

Authority		Delegated to	Limitations
			individual SES employees in their chain of command and may terminate individual executives' maxi flex schedule at will. SES members' working on a maxi flex schedule may do so only on a voluntary basis.
b.	<u>Adjustment of working hours.</u> Modify the working hours of individual employees when it is in GSA's interest when individual needs of employees can be accommodated for legitimate reasons and the work of the agency will not be impeded. (5 U.S.C. § 6122)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	Where the justification for modification of working hours is based on reasons of health of an employee or a member of the employee's family, it shall be supported by a physician's certificate. The modification of working hours in these instances will be of temporary duration and will have a specified termination date.
c.	<u>Overtime.</u> Order or approve overtime duty.	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators.	Must be exercised in accordance with OAD P 6010.4, Time and Leave Administration
d.	<u>Denial of leave because of public exigency.</u> Determines that an exigency of the public business is of such importance the employees may not use annual leave to avoid its forfeiture under normal rules governing maximum accumulation. (5 CFR 630.305)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators	Must be exercised in accordance with OAD P 6010.4, Time and Leave Administration Approval of the Administrator is required whenever the leave of the determining official or his or her immediate staff is affected. This authority may be re-delegated only to officials who report directly to the Chief Human Capital Officer or Head of a Service or Staff Office.
e.	<u>Excused absence.</u> Determine whether to grant excused absence (administrative leave)	Executives in the Office of the Administrator, Heads of Services and Staff	Must be exercised in accordance with the limitations prescribed by

Authority		Delegated to	Limitations
	for individual employees under appropriate circumstances and the appropriate amount of such leave.	Offices, and Regional Administrators	agency policy (OAD P 6010.4 Ch-8) and applicable decisions of the Comptroller General of the United States or OPM.
f.	<u>Advance of sick leave.</u> Approve advanced sick leave up to 240 hours to employees in appropriate circumstances. (OAD P 6010.4)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators	Must be exercised in accordance with OAD P 6010.4, Time and Leave Administration
g.	<u>Voluntary leave transfer program and Emergency Leave Transfer Program</u>		
	(1) Approve or deny an application to be a leave recipient under the Voluntary Leave Transfer Program. (5 CFR 630.905)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators	Must be exercised in accordance with OAD P 6010.4, Time and Leave Administration
	(2) Approve or deny an appeal from applicants denied approval to become leave recipients.	Chief Human Capital Officer, the Inspector General	
	(3) Approve or deny an application to be a leave recipient under the Emergency Leave Transfer Program. (5 CFR 630.1105)	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and Regional Administrators.	
	(4) Approve or deny an appeal from applicants denied approval to become leave recipients	Chief Human Capital Officer, the Inspector General	
10. Training			
	Approve their own training requests, as well as such requests for employees of their organizational units.	Executives in the Office of the Administrator, Heads of Services and Staff Offices, and the Regional Administrators	Must be exercised in accordance with OAD P 9410.1, Employee Development and Training. Training of Non-career Heads of Services and Staff Offices and Regional Administrators must be coordinated with the Administrator's office
11. Travel and transportation incident to employment			
a.	May approve the determination that a pre-employment interview is necessary and may pay for the	Executives in the Office of the Administrator, Heads of Services and Staff	GSA travel regulations (PFM P 4290.1) and agency record keeping

Authority		Delegated to	Limitations
	travel and transportation expenses for such. (5 U.S.C. § 5706b)	Offices and Regional Administrators	procedures must be followed
b.	May pay candidates for SES positions travel expenses incurred incident to pre-employment interviews. (5 U.S.C. § 5752)	Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators	GSA travel regulations (PFM P 4290.1) must be followed
c.	May pay the travel and transportation expenses of new appointees to any position. (5 U.S.C. § 5723(a))	Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators	GSA travel regulations (PFM P 4290.1) must be followed. The appointee must execute a written agreement to remain in Government service for 12 months after appointment or assignment. (5 U.S.C. 5723(b))
d.	May approve permanent change of duty stations (PCS) allowances for last move home of SES career appointees upon retirement.	Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators	GSA travel regulations (PFM P 4290.1) must be followed.
12. Privacy			
	Ensures that systems of records meet the requirements of the Privacy Act and GSA privacy security policies and procedures.	Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators	Limited to systems of records within their own jurisdiction. Chief Privacy Officer provides guidance to ensure GSA meets requirements.
13. Delegation of authority			
	Issues re-delegation of authority directives within their own jurisdiction	Executives in the Office of the Administrator, Heads of Services and Staff Offices and Regional Administrators	
14. Organization management			
	Approves organizational changes at the division level and below within their own jurisdiction in accordance with OHR P 5440.1.	Executives in the Office of the Administrator, Heads of Services and Staff Offices	The following must be approved by the Administrator: <ul style="list-style-type: none"> Establishment of any organization reporting directly to a Head of Service or Staff Office; Transfer of any function or organizational entity (office, division, branch, staff, etc.)

Authority		Delegated to	Limitations
			<p>from one office to another office within a Central office service or staff office.</p> <ul style="list-style-type: none"> • Transfer of any function or organizational entity from one service, staff office, or region to another service, staff office, or region. • Transfer of any function or organizational entity from any Central Office organizational entity to any regional organizational entity or vice versa. <p>Concurrence of the CHCO or designee is required for all organization changes at all levels.</p> <p>Concurrence of the CFO or designee is necessary for organizational changes involving any changes in sources of funding.</p> <p>Concurrence of the General Counsel or designee is necessary for all organization changes at all levels.</p>

PART 2 DELEGATION OF COMMON AUTHORITIES FROM THE ADMINISTRATOR TO EXECUTIVES IN THE OFFICE OF THE ADMINISTRATOR, HEADS OF SERVICES AND STAFF OFFICES AND REGIONAL ADMINISTRATORS

Nothing in this Chapter is intended to be in derogation of the authority given the Inspector General under the Inspector General Act of 1978, as amended. Therefore, the following delegations do not limit the independent authority of the Inspector General as granted by the Inspector General Act.

Delegated Authority		Limitations
1. Official Travel		
	(Authorities, limitations, and responsibilities relating to official travel are now contained in the HB, GSA Internal Travel Regulations and Control of Official Travel (PFM P 4290.1)).	
2. RESERVED		
	(Authorities, limitations, and responsibilities relating to official travel are now contained in the HB, GSA Internal Travel Regulations and Control of Official Travel (PFM P 4290.1)).	
3. Equal Employment Opportunity Program.		
	(Authorities and responsibilities relating to Civil Rights are now contained in the HB, Civil Rights (ADM P 2300.1A)).	
4. Use of Commercial Forms and Procedures		
	Approve the use of commercial forms and procedures following a determination that it is more efficient and economical, for particular types of small shipments, to procure freight or express transportation services by use of commercial forms and procedures, rather than by use of regular Government bills of lading, subject to the limitations and administrative procedures set forth in Federal Management Relation (FMR) Chapter 102-118.260 (41 CFR Part 102-18, Subpart (C)).	
5. Directives		
a.	Issue internal and external directives in their own names to cover their areas of assigned responsibility. These shall be consistent with the policy prescribed and instructions issued by the Administrator and shall have the same force and effect as those issued by the Administrator. (40 U.S.C. § 121(c)(2) and (d)(1))	Authority to issue regulations on matters of policy having application to executive agencies is not delegated, except as otherwise permitted by law.
b.	Prepare initial regulatory flexibility analyses under 5 U.S.C. § 603; and act as agency head under 5 U.S.C. § 605(b) to certify that a proposed rule will not, if promulgated, have a significant economic impact on a substantial number of small entities.	

Delegated Authority		Limitations
6. Environmental Considerations in Decision Making.		
a.	Ensures that the policies, regulations, and public laws of the United States are interpreted and administered in accordance with the policies set forth in Section 102 of the National Environmental Policy Act of 1969	Authority may be delegated to those officials with responsibility for issuing proposed rules
b.	Use of a systematic, inter-disciplinary approach that will ensure the integrated use of the natural and social sciences and the environmental design arts in planning and in decision making that may have an impact on the human environment. (42 U.S.C. § 4332(2)(A))	
c.	Develop methods and procedures that will ensure that environmental concerns, effects, and values are given appropriate consideration with economic and technical issues in decision making. (42 U.S.C. § 4332(2)(B))	
d.	Prepare a detailed statement on recommendations on reports for legislative proposals and other major Federal actions that may significantly affect the quality of the human environment. Final signature authority may not be redelegated beyond the Regional Administrator level. (40 U.S.C. § 4332(2)(C))	Must be consistent with statute and Council on Environmental Quality (CEQ) regulation and guidance.
7. Use of Alcoholic Beverages in Federal buildings		
	Grants in writing for employees under their jurisdiction exemptions from FMR 41 CFR §102-74.405 which prohibits the use of alcoholic beverages on GSA-controlled property.	Regional Administrators may re-delegate this authority to those officials with responsibility for management and operation of GSA-controlled property.
8. Signature authority for Congressional correspondence.		
	Signs Congressional correspondence that concerns their programs.	<p>The following types of Congressional correspondence shall be signed by the Administrator when:</p> <ul style="list-style-type: none"> • The correspondence is addressed to the Administrator, unless delegated by the Administrator on a case-by-case basis. • The response cites significant new policies, practices, or procedures or deviates from prescribed major policies, practices, or procedures. • The response is to correspondence that includes obvious

Delegated Authority		Limitations
		<p>references to the Administrator's personal involvement in a transaction or the letter conveys a personal tone reflecting the prior personal involvement in the matter by the Administrator.</p> <ul style="list-style-type: none"> • The reply is determined by the Heads of Services or Staff Offices or Regional Administrators to concern a matter of such importance or sensitivity that the correspondence should be signed by the Administrator. • The reply is to a correspondence in which a Member of Congress has expressed dissatisfaction with GSA's response to a previous letter on the same subject. • The Associate Administrator, OCIA, shall determine when one of the exceptions above applies unless the Congressional correspondence is to the Inspector General on specific matters before the Inspector General. In those instances, the Inspector General shall make the determination whether the Inspector General should sign in lieu of the Administrator