

**Part 400 - Mission Statement
Subpart B - Delegations of Authority**

ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
	CIVIL RIGHTS (CR)												
R	1. Administer Agency overall Civil Rights Program. GM-230-401, Subpart A, GM- 230-405, Subpart A.	X		X-CRD									
R	2. Conduct Civil Rights Training. GM 230-401 Subpart A, GM 230-403, Subpart A, GM-230-405, Subpart A.			X-CRD				X			SEPM		
R	3. Process informal EEO complaints. GM-230-401, Subpart D			X-CRD									
R	4. Carry out Agency's responsibilities involving formal EEO complaints. GM-230-405, Subpart D.	X		X-CRD									
R	5. Carry out Civil Rights compliance responsibilities. GM-230-405, Subpart A	X		X-ALL	X	X	X						
R	6. Conduct Inquiries and Investigation of Title VI program discrimination complaints. GM 230-405, Subpart A.			X-CRD	X		X						
R	7. Conduct on-site compliance reviews. GM-230-405, Subpart A.			X-CRD			X						
R	8. Carry out Special Emphasis Program. GM-230-403, Subpart A.			X-CRD			X				SEPM		
R	9. Establish and maintain Civil Rights Advisory Committee. GM-230-404.	X					X						
	ETHICS (EO)												
A	1. Designated Ethics Official. (USDA Ethics Issuance 02 - 2)			X MGT									
A	2. Alternate Designated Ethics Official (USDA Ethics Issuance 02 – 02)				X EO								
R	3. Management of NRCS programs and resources, and delivery of NRCS programs and services, in accordance with the Standards of Ethical Conduct, 5 CFR, Part 2635.	X		X	X	X	X	X	X	X	X		
A	4. Issue formal ethics opinions.			X MGT	X EO								
A	5. Approve outside employment request	X		X MGT	X EO			X					

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A	6. Make determination requiring divestiture of an outside holding or interest (includes outside employment), based on a determination of substantial conflict made pursuant to 5 CFR Part 2635.403(b).			X MGT									
A	7. Make determination requiring divestiture of an interest in a FB Program.	X		X		X		X					
A	8. Request an 18 USC 208(b) waiver on behalf of NRCS.	X		X MGT									
A	9. Authorize an employee's participation in a particular matter involving specific parties, which would not violate 18 USC 208(a), but which would raise a question in the mind of a reasonable person about his impartiality. This is based on a determination made pursuant to 5 CFR Part 2635.502(d) that the interests of the Government in the employee's participation outweigh the concern that a reasonable person may question the integrity of the Agency's programs and operations.			X MGT									
R	10. Determine whether a reasonable person with knowledge of the relevant facts would be likely to question an employee's impartiality in a matter arising from the financial interest of a member of the employee's household or a person with whom the employee has a covered relationship, pursuant to 5 CFR Part 2535.502(c).	X		X	X EO			X					
A	11. Approve acceptance of payments pursuant to 31 USC § 1353 for: a) Travel by the Chief (Reserved for Under Secretary).												
A	12. Approve acceptance of non-Federal travel assistance pursuant to 31 USC § 1353 for: b) Travel by the Assoc Chief or DCM.	X											
A	13. Approve acceptance of non-Federal travel assistance pursuant to 31 USC § 1353 for: c) Travel by all other employees..			X MGT	X EO								

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A	14. Approve use of administrative leave or excused absence, in excess of one hour, in support of an employee's active personal participation in a non - Federal organization. This is based on a determination, consistent with Sec. 6.0 of DR 00 - 1, Participation in non - Federal Organizations that the employee's leadership role in the organization reflects well on the Department as a resource of professional expertise and talent.	X		X		X	X	X					
R	15. Identify (code) employees required to file financial disclosure and/or SMCRA reports, and timely notify employees required to file an OGE Form 450 and/or AD - 1089.								X				
R	16. Ensure that confidential financial disclosure and SMCRA reports are filed by the due date and properly reviewed [OGE Form 450 - Review Guide] and approved as provided below.	X		X	X	X	X	X	X			X - EA	
A	17. Approve OGE Form 450, Confidential Financial Disclosure Reports, and AD - 1089, Surface Mining Control and Reclamation Act (SMCRA) of 1997 report forms.			X MGT	X EO								
A	18. Approve acceptance of an award for meritorious public service or achievement that: a) is from a person or organization that may be affected by the employee's official performance or nonperformance; or b) has value over \$200, and is from a person or organization that does not have interests that may be affected by the employee's performance or nonperformance. 5 CFR Part 2635.204(d)(1).			X MGT	X EO								
A	19. Approve acceptance of awards for meritorious public service or achievement valued at \$200 or less from persons or organizations that do not have interests that may be substantially affected by the employee's official performance or nonperformance. 5 CFR Part 2635.204(d).			X MGT	X EO								

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A	20. Approve acceptance of an honorary degree from an institution of higher learning. 5 CFR Part 2635.204(d)(2).			X MGT	X EO								
A	21. Make determinations of agency interest with respect to widely attended gatherings pursuant to 5 CFR Part 2635.204(g)(3) and an accompanying guest, pursuant to 5 CFR Part 2635.204(g)(6).			X MGT	X EO								
A	22. Approve acceptance of an outside award of training from a non - profit entity with 501(c)(3) status, pursuant to 5 USC 4111.			X MGT	X EO								
FINANCIAL MANAGEMENT DIVISION (FMD)													
A	1. Communicate travel management responsibilities.				X - FMD								
A	2. Approve unlimited open Travel Authorization Type "A" for temporary duty travel in the Continental United States (CONUS). ATR 301-1.102(a)(1).												
A	3. Approve limited open Travel Authorization Type "N" (National) for temporary duty travel in CONUS. ATR 301-1.102(a)(3). (Position must be designated "National" in scope by the Chief.)	X		X	X - FMD	X	X						Deputy Chief - Division Director may approve for Center Director
A	4. Approve limited open Travel Authorization Type "B" for temporary duty travel in CONUS. ATR 301-1.102(a)(2).	X		X	X - FMD	X	X	X					Deputy Chief - Division Director may approve for Center Director
A	5. Approve individual trip authorizations (of employees supervised) to attend meetings, conferences, or workshops. ATR 301-1.104(f).	X		X	X - FMD	X	X	X	X	X		X - FM	
A	6. Approve individual trip authorizations (of employees supervised) for temporary duty travel requiring a travel authorization. ATR 301-1.104 and 301-1.105.	X		X	X - FMD	X	X	X	X	X		X - FM	

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A	7. Approve individual trip authorizations for temporary duty travel under Intergovernmental Personnel Act (IPA) Agreement. ATR 301-17.				X - FMD	X			X			X - FM	
A	8. Approve individual trip authorizations for temporary duty travel by NRCS Volunteers. ATR 301-1.104(m).				X - FMD	X	X	X	X			X - FM	
A	9. Approve individual trip authorizations for temporary duty travel by non - government travelers. ATR 301-1.104(j).				X - FMD	X	X		X			X - FM	Deputy Chief - Division Director may approve for Center & Institute Directors.
A	10. Approve individual trip authorizations for temporary duty travel by non-NRCS Federal employees. ATR 301-1.104(j).				X - FMD	X	X	X	X			X - FM	
A	11. Approve individual trip authorization for temporary duty travel of a "guest" to attend an awards ceremony. ATR 301-7.14(e).				X FMD HRMD	X	X	X	X			X - FM	
A	12. Approve individual trip authorization for actual subsistence and post approval of actual subsistence. ATR 301-8.4.				X - FMD	X	X		X			X - FM	
A	13. Approve individual trip authorization for temporary duty travel to attend a funeral as the official NRCS representative. Unpublished C.G., B-239887, 1-25-91.			X		X							
A	14. Approve individual trip authorization for temporary duty travel for pre-employment interviews. ATR 301-1.104(p).				X - FMD	X			X			X - FM	
A	15. Approve per diem rate less than the standard rate for temporary duty travel in CONUS/OCONUS. ATR 301-1.104(c).			X	X - FMD	X			X			X - FM	
A	16. Approve the use of non - contract carrier for temporary duty travel. ATR 301-1.104(d) and FTR 301-15, Subpart B.				X - FMD	X			X			X - FM	
A	17. Approve continuation of temporary duty travel reimbursement (of employees supervised) while charging leave due to illness or injury. FTR 301-70.5 and ATR 301-1.104(a).	X		X	X - FMD	X	X	X	X	X	X - should not go down to Distr Con level	X - FM	
A	18. Approve use of motorcycle or piloting an airplane while in temporary duty travel. FTR 301-10.303.				X - FMD				X			X - FM	

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A	19. Approve use of Premium Class air travel for temporary duty travel. ATR 301-3.3.	X											
A	20. Approve the use of cash or non-Government charge to procure emergency passenger transportation costing more than \$100. ATR 301-10.2(b).				X - FMD				X			X - FM	
A	21. Approve temporary duty travel to, from, and within non-foreign areas outside CONUS (OCONUS) including reduced per diem and actual subsistence. ATR 301-1.104.				X - FMD				X			X - FM	
A	22. Approve temporary duty travel to and from Canada and Mexico. ATR 301-1.1(f) and ATR 301-18.4.				X - FMD IPD				X			X - FM	International Programs Division (IPD) must be notified at least 30 days in advance of departure.
A	23. Approve foreign travel under resident positions, i.e. Agency for International Development (AID) Agreement, World Bank. ATR 301 -18.2.				X FMD IPD								
A	24. Approve use of actual subsistence for temporary duty foreign travel. ATR 301-8.3.				X FMD IPD								
A	25. Approve all other temporary duty foreign travel. ATR 301-18.3.				X FMD IPD								
A	26. Authorize advance house hunting trip, relocation services, transfer of station travel, and temporary quarters not to exceed 60 days for transfer of official duty station. ATR 302.				X - FMD				X			X - FM	
A	27. Authorize temporary quarters in excess of 30 days when relocation services are authorized. ATR 302-5.2(e) and ATR 302-12.5(f).	X											
A	28. Authorize temporary quarters in excess of 60 days when relocation services are not authorized. FTR 302-5.2.				X - FMD								
A	29. Authorize shipment and temporary storage of household goods for transfers of official duty station. ATR 302-8.				X - FMD				X			X - FM	

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A	30. Authorize non-temporary storage of household goods for transfers of station. FTR 302-8.				X - FMD				X			X - FM	
A	31. Assign a relocation contractor to an employee authorized to transfer official duty station. ATR 302-12.				X - FMD				X				
A	32. Approve shipment of a privately owned vehicle (POV) overseas under AID agreement. Standardized Government Travel Regulations. ATR 302-9.503.				X - FMD								
A	33. Approve shipment of POV to and from Alaska, Hawaii, Pacific Basin Area, and Caribbean Area. (Shipment of POV within Hawaii and Pacific Basin Area may be approved by the Hawaii AO). FTR 302-9.				X - FMD								
A	34. Approve the extension of time limitation to complete residence transactions. FTR 302-11.22.				X - FMD				X			X - FM	
A	35. Determine violation of service agreement and make recommendation to FMD Division Director regarding possible waiver action. ATR 302-1.5.							X					
A	36. Waive collection of relocation expenses reimbursements when employee does not fulfill the 1-year service agreement. ATR 301-1.1(d),(1),(viii).	X											
A	37. Approve last move home for retiring Senior Executive Service employees. ATR 301-1.1(d)(2)(i).			X									
A	38. Recommend and approve application for employees to participate in the Government Contractor Issued Travel Charge Card program. FTR 301-51.					X			X			X - FM	
A	39. Recommend reinstating an employee's Travel Card after contractor has suspended or revoked the card because of nonpayment or misuse. GSA Travel Card Program Contract.				X - FMD								

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A	40. Approve agreements to accept reimbursement from any outside source for temporary duty travel. FTR 304 and GM 250, Part 406.	X		X	X - FMD	X		X					Requires approval from NRCS Ethics official. Approving ethics official information is found on NRCS Office of Ethics Webpage. Also see Ethics Delegations of Authority found at 400.11 Delegations of Authority for the Deputy Chief for Management (a) Ethics.
A	41. Approve travel advance for 30 days up to \$5,000. DR 2300-2 and ATR301-10.3(5).				X - FMD				X			X - FM	
A	42. Approve travel advance for 30 days over \$5,000. DR 2300 - 2 and ATR 301-10.3(5).				X - FMD								
A	43. Approve temporary duty travel expense claims. Travel Voucher Approving Officers. ATR 301-11.4(b) and NFC Procedures Manual, Chapter 2, Section 2.	X		X	X - ALL	X	X	X	X	X	X - should not go down to Distr Con level	X - ALL	An employee in a subordinate position may not sign as the approving official, except when the traveler's supervisor is located at a different geographical location.
A	44. Approve travel vouchers for claims for relocation (transfers of official duty station) expenses. FTR 302-2.100(d).				X - FMD				X			X - FM	
A	45. Authorize participation in GVTS by approving Form AD-954. NFC GVTS Procedures Manual, Title II, Chapter 2, Section 5.				X - FMD								
A	46. Nominate collection officials to the Chief Financial Officer. GAO Manual Title 7, Chapter 5.							X					
A	47. Submit to OGC all tort claims over \$100,000 that cannot be administratively adjudicated (except claims under Federal Contracts Dispute Act). DR 2510-001.				X - FMD								

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A	48. Submit to OGC (w/copy to FMD) all tort claims of \$100,000 or less that cannot be administratively adjudicated except claims under the Federal Contracts Dispute Act. DR 2510-001.				X - FMD			X					
A	49. Submit claims to GAO for opinions that concern USDA policy relations with States, regulations with general public, or unusual fiscal, budget or program operations issues. DR 2510-002.				X - FMD								
A	50. Terminate or suspend collection action on claims owed NRCS, not to exceed \$5,000, following debt collection guidelines. DR 2130-006 and 31 CFR 900-904.				X - FMD			X					If not the signatory official on the obligating document. If signatory official, must be approved by next higher level.
A	51. Terminate or suspend collection action on claims owed NRCS, not to exceed \$100,000, with OGC concurrence and informational copy to FMD. DR 2130-006 and 31 CFR 900-904.				X - FMD	X							If not the signatory official on the obligating document. If signatory official, must be approved by next higher level.
A	52. Submit to OGC requests for compromise, suspension or termination of collection action with regard to debts or claims over \$100,000. DR 2130-006.				X - FMD								
A	53. Compromise claims under \$100,000 exclusive of interest, penalties, and administrative costs with OGC concurrence. DR 2130-006 and 31 CFR 900-904.				X - FMD								
A	54. Settle employee claims under the Military Personnel and Civilian Employees Claims Act. DR 2510-1.				X - FMD								
A	55. Approve waiver of salary and travel related overpayments that exceed \$1,500. DR 2570-002 and 5 USC 5584.	X											
A	56. Approve waiver of salary and travel related overpayments of \$1,500 or less. DR 2570-002 and 5 USC 5584.				X - FMD	X		X		X			
A	57. Approve attendance at a meeting where the total estimated NRCS cost will be \$7,500 or less. GM 250, Part 406.			X	X - FMD	X	X	X					

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A	58. Approve attendance at a meeting where total estimated NRCS costs are expected to exceed \$7,500 but not more than \$25,000. GM 250, Part 406.			X									Approval of an NRCS controlled meeting in a resort area requires the approval of the Under Secretary for Natural Resources and Environment. ATR 301-1.105(a).
R	59. Approve attendance at a meeting where the total NRCS cost will exceed \$10,000. ATR 301-1.3(d)(3). GM-250, Part 406.	X											NRCS controlled meetings that exceed a cost of \$25,000 require USDA Assistant Secretary approval and will be submitted through FMD.
A	60. Approve attendance at the national conferences of the National Association of Conservation Districts, National Association of RC&D Councils, and the Soil and Water Conservation Society. GM 250, Part 406.	X											
R	61. Develop, update, and provide direction on Financial Management policy.				X - FMD								
R	62. Coordinate with FFIS Project Office, NFC, and NITC to ensure the integrity of accounting and fiscal operations systems.				X - FMD								
R	63. Analyze and interpret legislation and CG decisions for appropriated and CCC funds.				X - FMD								
R	64. Provide remote and on-site assistance on an as needed basis.				X - FMD				X				
A	65. Provide each FSA office a list of names and original signatures of NRCS employees authorized to approve requests for CCC payments. (Copy to FMD).							X					
R	66. Communicate requirements and deadlines for Annual Financial Reports and Supplemental Accounting Reports.				X - FMD								
R	67. Develop FFIS and TCAS reports to be used for analyses of fund integrity and program accountability.				X - FMD								

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A	68. Certify annual NRCS Section 1311 for external reporting. Anti - Deficiency Action, Sec. 1311.				X - FMD								
A	69. Submit Section 1311, for approval, to Director, FMD. FNMM 250 Part 514.33, 514.80 and 7 GAO 3.7.								X			X - FM	Quarterly submission signed by AO; annual submission countersigned by allowance holder.
A	70. Approve allowances. 7 GAO 3.8.	X		X		X	X	X					
A	71. Approve Agency fund apportionments.	X											
R	72. Manage operations within allowances provided.			X		X		X					Associate Chief and Deputy Chiefs approve allowance changes that occur during fiscal year.
R	73. Manage operations with allotments provided.	X											
R	74. Provide written assurance of fund availability to NRCS Contract Officers before contracts are signed.								X			X - FM	
R	75. Develop cost allocation (fundable staff years) worksheet for each program fund.					X		X					
A	76. Submit vendor codes changes/additions to NFC.				X - FMD				X				AO included in anticipation of future PVND rollout.
A	77. Approve tours of duty - all supervisors. GM 250, Part 404.32(a)(b).	X		X	X - ALL	X	X	X	X	X	X	X	
A	78. Approve T&A documents - all supervisors. GM 250, Part 404.32(b).	X		X	X - ALL	X	X	X	X*	X	X	X	Subordinates may not sign T&A's as "Supervisor" except when the Supervisor is located at a different geographical location.
A	79. Designate timekeepers - all supervisors. GM 250, Part 404.32.	X		X	X - ALL	X	X	X	X	X	X	X	

HUMAN RESOURCES MANAGEMENT DIVISION (HRMD)

A	1. Exercise Employment Authority. Employment, GM-360, Part 302.	X		X	X - HRMD	X	X	X	X			X - HRM	
A	2. Approve Intergovernmental Personnel Act Assignments Employment, Part 302.	X											

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A	3. Administer oaths of office. Employment, GM-360, Part 403.	X		X	X - ALL	X	X	X	X	X	X	X - HRM	
A	4. Approve excepted appointment (temporary field assistant GS - 7 and below) NTE 180 working days. Employment, GM 360, Part 403.	X		X	X - ALL	X	X	X	X	X		X - HRM	
A	5. Approve temporary limited appointments outside register and term appointments. Employment, GM 360, Part 403.	X		X	X - HRMD	X	X	X	X			X - HRM	
R	6. Advertise positions GS - 13 and below.	X		X	X - HRMD	X	X	X	X			X - HRM	
R	7. Advertise positions GS - 14 and above.	X		X	X - HRMD								
A	8. Exercise position classification authority for all positions GS - 13 through 15 and equivalent. Position Classification GM 360, Part 405.	X		X	X - HRMD								
A	9. Exercise position classification authority for positions GS-12 and below (except Human Resources Officer) and federal wage system positions. Position Classification GM 360, Part 405.	X		X	X - HRMD	X	X	X	X			X - HRM	
A	10. Adjudicate Classification appeals GS-12 and below. Position Classification GM 360, Part 405.	X		X	X - HRMD				X				
A	11. Adjudicate Classification appeals. GS-13 and above. Position Classification GM 360, Part 405.	X		X	X - HRMD								
R	12. Authorize individual participation in compressed work week and flexi tour - all supervisors. Hours of Duty, GM 360, Part 427.	X		X	X - ALL	X	X	X	X	X	X	X - HRM	
R	13. Establish new GS-13 - 15 positions. Position Management, GM 360, Part 406.	X		X	X - HRMD	X							
R	14. Recruit and fill established GS-13 and below positions. GM-360, Part 408	X		X	X	X	X	X					
R	15. Establish and fill at GS-12 and below (except SAO). Position Management, GM 360, Part 406.	X		X	X - HRMD	X	X	X	X			X - HRM	

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A	16. Approve organizational changes at NHQ Division level and above, State office and below. Position Management, GM 360, Part 406.	X		X	X - HRMD								
R	17. Develop staffing plans. Position Management, GM 360, Part 406.402(b).	X		X	X	X	X	X					
A	18. Authorize work on holiday, overtime, deviations in basic work week, hazardous duty pay - all supervisors. GM 360, Part 407.	X		X	X - ALL	X	X	X	X	X	X	X - HRM	
A	19. Set agency policy and overall technical guidance and direction of NRCS performance appraisal and management plan. Performance Management, GM 360, Part 409.	X		X	X - HRMD								
R	20. Authorize Recruitment, Relocation, and Retention Bonus (25%).	X		X	X - HRMD								
R	21. Issue grievance decisions (informal/formal). Grievance System, GM 360, Part 412.21(b).	X		X	X	X	X	X	X	X	X	X - HRM	
R	22. Notify grievant of final agency decision on formal grievance. Grievance System, GM 360, Part 412.21(h).	X											
R	23. Initiate a misconduct investigation.	X		X	X - ALL	X	X	X	X			X - HRM	
A	24. Take disciplinary action including reprimands, suspensions, and removals for GS-13s and below.	X		X	X - ALL	X	X	X	X	X	X	X - HRM	AC & DC limited to reprimands
A	25. Take disciplinary action including reprimands, suspensions and removals for GS-14s and above.	X		X	X - HRMD	X							
R	26. Approve employees being a witness in judicial proceedings. Employee Relations.	X		X	X - HRMD	X	X	X	X				
R	27. Approve RIF actions. Reduction in Force, GM-360, Part 419.	X		X									
R	28. Approve Furlough actions Reduction in Force, GM-360, Part 419.	X		X									
R	29. Approve cash awards up to \$500 for employees in their respective areas - all supervisors. Employee Recognition, GM 360, Part 414.	X		X	X - ALL	X	X	X	X	X	X	X - HRM	

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R	30. Approve cash awards from \$501 NTE \$5,000 (except employees under direct supervision) Employee Recognition, GM 360, Part 414.	X		X	X - ALL	X	X	X					
R	31. Approve cash awards from \$5,000 to \$5,500 Employee Recognition, GM 360, Part 414.	X											
R	32. Approve cash awards for employees under direct supervision of STCs and Center Directors Employee Recognition, GM 360, Part 414.	X		X		X							
R	33. Approve awards for employees under direct supervision of Regional Conservationist and Deputy Chiefs. Employee Recognition, GM 360, Part 414.	X											
R	34. Recommend approval of cash awards for SES Employee Recognition. GM-360, Part 414.	X											
R	35. Approve non-monetary and time off awards less than 10 hours - all supervisors. Employee Recognition, GM 360, Part 414.	X		X	X - ALL	X	X	X	X	X	X	X - HRM	
R	36. Approve Quality Step Increase and time off awards (11 - 40 hours) - all supervisors. Employee Recognition, GM 360, Part 414.	X		X	X - ALL	X	X	X	X	X		X - HRM	
R	37. Approve employee suggestions - all supervisors. Employee Recognition, GM 360, Part 414.	X		X	X - ALL	X	X	X					
R	38. Approve annual, sick, credit, military and administrative (voting, court, etc.) leave - all supervisors. Leave, GM 360, Part 415.	X		X	X - ALL	X	X	X	X			X - HRM	
A	39. Approve LWOP for student trainees, and less than 30 days - all supervisors. Leave, GM 360, Part 415.	X		X	X - ALL	X	X	X	X			X - HRM	
R	40. Approve LWOP 30 days - 1 yr. - all supervisors. Leave, GM 360, Part 415.	X		X	X - ALL	X	X	X	X			X - HRM	
R	41. Approve advanced annual leave (NTE amount to be earned during current leave year) - all supervisors. Leave, GM 360, Part 415.	X		X	X - ALL	X	X	X	X	X		X - HRM	
R	42. Approve advanced sick leave (NTE 30 days, requires medical documentation) – all supervisors. Leave, GM 360, Part 415.	X		X	X - ALL	X	X	X	X			X - HRM	

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
A	43. Approve restoration of leave forfeited due to exigency of business. Leave, GM 360, Part 415.	X		X	X - ALL	X	X	X	X				Only second line supervisors can approve
A	44. Approve restoration of leave due to sickness or administrative error. Leave, GM 360, Part 415.	X		X	X - ALL	X	X	X	X				Only second line supervisors can approve
A	45. All Labor Relations Matters. Labor Relations, GM 360, Part 418.	X		X - MGT	X - HRMD								
R	46. Appoint a collateral duty Safety and Health Officer. Safety & Health, GM 360, Part 420.10.	X		X - MGT	X - HRMD		X	X					
R	47. Appoint a state radiological protection officer. Safety & Health, GM 360, Part 420.263.							X					
R	48. Authorize medical treatment for employees injured on the job - all supervisors Safety & Health, GM 360, Part 421.11.	X		X	X - ALL	X	X	X	X	X	X	X - HRM	
R	49. Establish, direct and manage the asbestos abatement program. Safety & Health. GM 360, Part 420.232.	X		X	X - HRMD		X	X				X - Safety & Health	
R	50. Conduct annual safety and health inspections of all facilities and equipment. Safety & Health, GM 360, Part 420.60.	X		X	X - ALL		X	X	X	X	X	X - Safety & Health	
R	51. Establish an Employee Assistance Program (EAP) available to all employees. Safety & Health, GM 360, Part 420.150.	X		X - MGT	X - HRMD								
R	52. Manage a drug free workplace program. Safety & Health, GM 360, Part 420.170.	X		X - MGT	X - HRMD			X					
R	53. Establish a hazard communication program. Safety & Health. GM 360, Part 420.190.	X		X			X	X				X - Safety & Health	
	INFORMATION TECHNOLOGY DIVISION (ITD)												
R	1. Develop and maintain IT strategic plans and acquisitions strategies. USDA DR 3130-001; National IRM Manual 270-500, 503; USDA & NRCS Strategic Plans.				X - CIO			X					

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
R	2. Develop business requirements for national IT systems, GIS, Data Management, CCE architecture, and e-GOV Initiative. National IRM Manual 270-503, 506, 507, Clinger-Cohen Act of 1996.			X	X - ALL	X	X	X					
A	3. Submit proposals for planned IT investments following procedures. Responsible for the review, approval, and funding of the IT portion of Agency plan. Establishes a maintenance process for oversight responsibility. USDA DR 3130-001, National IRM Manual 270-503, 507, 508, 515, Clinger-Cohen Act of 1996.			X	X - ALL			X				X - IRB NITPCC	
A	4. Establish investment levels (budget) for Agency IT expenditures. Responsible for the management, implementation, and the operation of the IT functions. USDA DR 3130-001, National IRM Manual 270-507, 508.	X		X	X - CIO			X				X - IRB NITPCC	
R	5. Approve waivers in accordance with NRCS IT policy. National IRM Manual 270-505.			X	X - CIO								
R	6. Manage the Agency's technical approval process. Responsible for the establishment of policy in accordance with appropriate policies and procedures. National IRM Manual 270-505, USDA DR 31300-001.			X	X - CIO							X - IRB NITPCC	
A	7. Manage and maintain the Agency's security program. Responsible for providing policy, safeguarding, and securing NRCS information technology resources. National IRM Manual 270-502.			X	X - CIO			X					
A	8. Designate Agency and local security officers and coordinators. National IRM Manual 270-502.			X	X - CIO			X					

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
R	9. Develop and maintain Agency national software following a life cycle management methodology. Responsible for the establishment and administration of NRCS information systems over its entire life cycle, including software configuration, databases, national testing, and certification. National IRM Manual 270-509, 511.			X	X - CIO							X - IRB NITPCC	
A	10. Manage the Agency's national telecommunications services. Provide roles and responsibilities for the acquisition, management, and integration of telecommunication services, equipment, and facilities. National IRM Manual 270-512, 513.				X - CIO								
R	11. Establish and maintain the Agency's IT inventory systems. Clinger-Cohen Act of 1996.	X		X	X - ALL			X					
R	12. Establish and maintain a process for oversight reporting system. USDA DR 3040-001, Clinger-Cohen Act of 1996.			X	X - CIO								
R	13. Develop national software, web pages, and electronic documents in accordance with Section 508 of the American with Disabilities Act. National IRM Manual 270-515.				X - CIO		X	X					
R	14. Establish an IT development, retention, and training program. Responsible for providing employee development and both formal and on-the-job training for employees in NRCS to develop well-qualified and to retain quality employees. National IRM Manual 270-516.	X		X	X - CIO			X					
	ACQUISITIONS DIVISION (AD)												
R	1. Appoint head of the contracting activity designee. [Departmental Regulation (DR) 5001-1]	X											
R	2. Serve as Head of the Contracting Activity Designee (HCAD). (DR 5001-1)				X - AD								
R	3. Authorize performance of quantity surveys by contractors. [Federal Acquisition Regulation (FAR) 36.516]	X			X - AD								

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
R	4. Serve as source selection authority for negotiated contracts. (FAR 15.303, Agriculture Acquisition Regulation (AGAR) 415.303)	X			X - AD							X - CO	
R	5. Serve as source selection authority for architect engineer contracts. (FAR 36.602- 4, AGAR 436.602-4)	X			X - AD								
R	6. Enter into, administer, or terminate contracts, and make related determinations and findings. (FAR 1.602-1)	X			X - AD							X - CO	
R	7. Authorize individual deviations from FAR and AGAR. (FAR 1.403, AGAR 401.403)	X			X - AD								Prior coordination with the Office of General Counsel (OGC) and USDA Senior Procurement Executive (SPE) required.
R	8. Authorize class deviations from FAR and AGAR. (FAR 1.403, AGAR 401.403)	X			X - AD								Prior authorization by the SPE required
R	9. Make, terminate, and revoke contracting officer warrant authority. (DR 5001-1)	X			X - AD								
R	10. Nominate and submit contracting officer candidates to Director, AD. (DR 5001-1)			X				X					
R	11. Authorize deviations from Natural Resources Conservation Service Acquisition Regulations (NRCSAR 4I - 1.470)	X			X - AD				X				
R	12. Review findings and determinations to approve contract terms authorizing advance payments. (FAR 32.402, AGAR 432.402)	X			X - AD								
R	13. Approve the use of warranties. (FAR 46.704; NRCSAR 4I-406.704)	X			X - AD							X - CO	
R	14. Approve the use of data warranties as specified by FAR 46.708. (NRCSAR 4I-46.704)	X			X-AD							X - CO	
R	15. Reject individual bids. (FAR 14.404-2)	X			X - AD							X - CO	
R	16. Reject all bids. (FAR 14.404-1, AGAR 414.404)	X			X - AD								

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
R	17. Authorize cancellation of invitations after opening, but before contract award. (FAR 14.404-1, AGAR 414.404-1)	X			X - AD								
R	18. Convert sealed bidding to negotiation procedures. (FAR 14.404-1)	X			X - AD								
R	19. Order audit contracting services. (FAR 42.102, AGAR 442.102)	X			X - AD							X - CO	
R	20. Determine exceptions to Buy American Act requirements. (FAR 25.103(b), FAR 25.202(a), AGAR 425.105, AGAR 425.202)	X			X - AD								Proposed determinations and supporting documentation must be submitted through the Head of Contracting Activity Designee for SPE approval
R	21. Authorize contract award to a Government employee or a business substantially owned by one or more Government employees. (FAR 3.602, AGAR 403.602)	X			X - AD								
R	22. Approve the award of a construction contract to the firm (or its affiliates) that designed the project. (FAR 36.209, AGAR 436.209)	X			X - AD								
R	23. Purchase or acquire personal property through existing Government sources and contracts. (FAR 8.001)	X			X - AD							X - CO	
R	24. Determine whether to proceed with award of a contract that has been protested to the agency (FAR 33.103)	X			X - AD								
R	25. Determine whether to proceed with award of a contract that has been protested to the Government Accountability Office (GAO). [FAR 33.104(b)]	X											
R	26. Determine that solicitation, proposed award, or award does not comply with the requirements of law or regulation.	X			X - AD								
R	27. Approve or offer reconsideration or settlement after a contracting officer's decision has been issued. (FAR 33.211)	X			X -AD							X - CO	

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
R	28. Determine whether to refer a contract to the Attorney General for appeal and final decision or waive the right to appeal. (FAR 33, AGAR 433, NRCSAR 41-33)	X			X - AD								
R	29. Procure information technology. (AGAR 439.7001, DR 5039-7)	X			X - AD							X - CO	
R	30. Designate purchase card holders in accordance with warrant authority limitations. (DR 5013-6)	X		X	X		X	X					
R	31. Contract for personal services. (FAR 37.104, AGAR 437.104)	X		X	X - AD							X - CO	
R	32. Approve use of nongovernment evaluators for proposal evaluation. (AGAR 437.204)	X			X - AD								
R	33. Approve and sign financial or technical assistance agreements entered into under the authority of Public Law (PL) 83-566 or PL 81-516	X	X	X MGT	X -AD	X		X					
R	34. Approve, sign and enter into interagency and reimbursable	X	X	X MGT	X - AD			X					Requires prior written delegation by Deputy Chief for Management
R	35. Approve and sign Memoranda of Understanding	X	X	X MGT	X - AD			X					
R	36. Approve, sign and enter into grants, cooperative, and contribution agreements with dollar value up to \$100,000	X	X	X MGT	X -AD			X					
R	37. Approve, sign and enter into grants, cooperative and contribution agreements with dollar value greater than \$100,000	X	X	X	X-AD	X		X					Requires prior written delegation by Deputy Chief for Management
R	38. Approve , sign and enter into Cooperative Ecological Systems Unit (CESU) cooperative agreements with dollar value up to \$250,000	X	X	X-ALL	X -AD		X	X					
R	39. Approve, sign and enter into CESU cooperative agreements with dollar value greater than \$250,000	X	X	X MGT	X -AD			X					
R	40. Approve, sign and enter into No-cost extensions and administrative amendments to grants, cooperative, contribution, and interagency agreements.	X	X	X MGT	X -AD			X				X	Requires a grants management certificate

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
R	41. Approve office copiers in the Washington, DC area. (Ag Property Management Regulation 104-25-3)	X											Requires specific delegation from USDA Office of Operations
R	42. Approve office copiers over \$50,000 outside the Washington, DC, area	X		X	X - AD		X	X				X – CO	
R	43. Approve copiers under \$25,000 outside the Washington, DC, area. (APMR 104-25.302-50)	X		X	X - AD	X	X	X	X			X – CO	
R	44. Arrange for office and related space with the General Services Administration (GSA) or other Federal agencies. NRCS Property Management Regulation (NRCSPMR 104I-17.7)											X – Leasing Specialist/Warranted/R PLO	
R	45. Approve purchase, construction alteration and permanent and temporary building improvements. (NRCSPMR 104I-17.7)											X – Leasing Specialist/Warranted/R PLO	
R	46. Establish, relocate, or close State, area, or field offices. (NRCSPMR 104I-17.7)	X										X – Leasing Specialist/Warranted/R PLO	
R	47. Issue job or work orders to GSA or other Federal agency to alter or improve space.											X – Leasing Specialist/Warranted/R PLO	
R	48. Sign real property instruments, including deeds and easements.	X		X		X		X					
R	49. Sign real property instruments, such as rental rate determinations.											X – Leasing Specialist/Warranted/R PLO	
R	50. Acquire excess real property.			X	X-AD								
R	51. Dispose of surplus real and related property, such as leases, permits, licenses, easements, and other similar instruments, in the U.S. (AGPMR 104-47.202)											X – Leasing Specialist/Warranted/R PLO	
R	52. Dispose of surplus real and related property, such as fixtures, structures, improvements, timber, gravel, sand, and stone under \$10,000, in the U.S. (FMV, AGPMR 104-47.202)											X – Leasing Specialist/Warranted/R PLO	

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
R	53. Dispose of surplus real and related property in U.S., such as real property (over \$10,000 requires GSA approval).			X	X-AD	X		X					
R	54. Approve acceptance of gifts of real property on behalf of NRCS. (AGPMR 104-18.50)	X		X-MGT									
R	55. Approve vending stand and vending machine permits. (AGPMR 104-20.250)				X-AD		X	X				X - CO	
R	56. Appoint property management officer in writing. (NRCSPMR 104I-50.105)	X		X	X-AD		X	X	X				
R	57. Appoint accountable property officer (APO) in writing. (NRCSPMR 104I-50.106)											X - PMO	
R	58. Approve acceptance of gifts of personal property on behalf of NRCS. (AGPMR 104-4.3, NRCSPMR 104I-43.102 and 104I-50.202-70)	X		X - MGT									
R	59. Dispose of information technology equipment regardless of acquisition cost donated under Public Law 102-245, the Stevenson-Wydler Act (AGPMR 104-44.5001)				X - FM							X - PMO X - APO	Requires an annual report
R	60. Approve findings on surplus accountable personal property for donation to public body, abandonment, or destruction (AGPMR 104-45.904, NRCSPMR 104I-44.701 and 104I-45.5)											X - PMO	
R	61. Acquisition of excess accountable personal property. (AGPMR 104-50.106)											X - PMO X - APO	
R	62. Dispose of personal property through exchange or sale procedures. (FPMR 101-46, NRCSPMR 104I-45.105-3)											X - PMO X - APO	
R	63. Dispose of personal property by sale other than exchange or sale. (FPMR 101-45.3, NRCSPMR 104I-45.105-3)											X - PMO X - APO	
R	64. Approve disposal of personal property through foreign surplus. (NRCSPMR 104-45.5203)											X - PMO	

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ARM	Deputy Chief for Management	Chief	Associate Chief	DEP CHF	Division Director	RC	Center Director	STC	AO	AC	DCSV	SPCLTY OFCR	Notes
R	65. Authorize storage of motor vehicles at a private residence on a long-term or permanent basis. (Equipment Management Department Regulation 5400-5)	X		X - MGT		X							
R	66. Authorize private residence storage of motor vehicles at a private residence on a brief, intermittent, or overnight basis. (Equipment Management Department Regulation 5400-5)					X	X	X	X				
R	67. Appoint investigating officers in writing. (Equipment Management Department Regulation, NRCSPMR 104I-39.804-1)			X-MGT			X	X	X				
	NATIONAL EMPLOYEE DEVELOPMENT CENTER (NEDC)												
R	1. Determine training needs and develop Individual Development Plans. GM 360, Part 410.11(a) - (b) (All supervisors).	X		X	X - ALL	X	X	X	X	X	X		
R	2. Commit staff and funds to provide training and development for employees. GM 360, Part 410.12.	X		X	X - ALL	X	X	X					
R	3. Design national courses for technical and non-technical training for field employees. GM 360, Part 410.13 (NEDC).			X	X - NEDC								