

Subchapter 1. General Provisions

1-1. AUTHORITY

(a) The Office of Personnel Management has made available to agencies the authority to take certain actions which previously required the prior approval of OPM. Certain of these authorities are available to agencies under blanket delegation, i.e., OPM has unilaterally delegated these authorities to all agencies to administer. Other authorities are available only through a delegation agreement between OPM and the Office of the Secretary. Appendix A to this chapter contains the Master Delegation Agreement between OST and OPM.

(b) The fact that an authority is delegated to an agency by OPM in no way lessens those standards of adequacy, quality and documentation which agencies are required to adhere to when exercising the authority. Administrations should therefore be careful to fully carry out the requirements of the delegation as well as the applicable FPM and DPM chapters when exercising a delegated authority.

1-2. RECORDS

(a) Certain delegated authorities, particularly those contained in the Master Delegation Agreement, have specific requirements for documentation and recordkeeping. In addition, for *all* delegated authorities, whether blanket or under delegation agreement, Administrations are required to keep the following minimum records for *each action* taken under these authorities:

- (1) Type of action
- (2) Processing time
- (3) Name of person who authorized the final action
- (4) Date of the decision
- (5) A brief statement setting forth the rationale for the decision.

(b) Records maintained under delegated authorities must be available to OPM and agency evaluators for at least two years after the effective date of the action taken. Therefore, "subject matter" files must be maintained

separate from employee Official Personnel Folders, so that the records will be available in the event the employee leaves the Department within the two-year period.

(c) These recordkeeping requirements are in addition to any requirements of the FPM concerning documentation of personnel actions in the employee's Official Personnel Folder.

1-3. REPORTS

The Master Delegation Agreement requires that the Department submit an annual report to OPM on authorities covered by the Agreement. The Departmental Office of Personnel and Training will prepare a report on those authorities retained by the Office of the Secretary. In addition, the Departmental Office of Personnel and Training will request Operating Administrations to submit annual reports on those authorities delegated to them in accordance with the Master Delegation Agreement.

1-4. CONTACTS WITH OPM

All contacts with OPM concerning authorities delegated under the Master Delegation Agreement must be coordinated through the Departmental Office of Personnel and Training.

1-5. EVALUATION

The Master Delegation Agreement contains requirements concerning internal personnel management evaluation by the Operating Administrations. Each Administration is expected to be familiar with these requirements, and to take them into consideration in developing its annual evaluation plans.

1-6. REVOCATION OF DELEGATED AUTHORITIES

In addition to OPM's authority to revoke delegated Administration's authorities, the Office of the Secretary may revoke an Administration's delegated authority either for general policy reasons or for failure to administer the authority properly.