

CLEARANCE RECORD (Modified DI-228)	1. TYPE OF DOCUMENT (Refer to 1 IAM-H) IAM chapter	2. IDENTIFICATION NUMBER 3 IAM 10
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3. SUBJECT/TITLE
Delegations of Authority - OCFO

4. SUMMARY OF DOCUMENT CONTENTS (if a revision, give rationale for change)
This chapter provides for the delegation of the Director, Office of the Chief Financial Officer (OCFO) to the OCFO Chief of Staff; the Director, Office of Budget Management; the Director, Office of Acquisition and Property Management; and the Division Chiefs in the Office of Financial Management to fulfill the responsibilities for those functions, programs, and activities assigned to their organizations.

5. ORIGINATOR			
ORGANIZATION Office of Planning and Policy Analysis	NAME AND TITLE Peggy Miller, Program Analyst	TELEPHONE NUMBER 703-390-6683	DATE

6. CLEARANCES						
OFFICE LETTER CODES	ORGANIZATION AND TITLE	PRINT NAME	SIGNATURE (DO NOT INITIAL)	DATE	INTERNAL STAFF CLEARANCE - Please sign as appropriate	
					SURNAME	DATE
COS	Chief of Staff, Office of the Chief Financial Office	Janet Hogler	<i>Janet L Hogler</i>	6-15-09		
OFM	Chief, Field Operations Accounting Division	Wanda Hensley	<i>Wanda Hensley</i>	6-16-09		
OFM	Chief, Division of Fiscal Services	Audrey Sessions	<i>Audrey Sessions</i>	6/16/09		
OFM	Chief, Financial Systems Division	Michael Sciortino	<i>Michael Sciortino</i>	6/15/09		
OFM	Chief, Division of Financial Reporting & Analysis	Van Tran	<i>Van Tran</i>	6/17/09		
OAPM	Director, Office of Acquisition and Property Management	Kathy Daum	<i>Kathy Daum</i>	6/16/2009		
OBM	Director, Office of Budget Management	Mary Jane Miller	<i>Mary Jane Miller</i>	6/24/09		
OCFO	Chief Financial Officer - Indian Affairs	Grayford Payne	<i>Grayford Payne</i>	7/8/09		

7. FOR USE BY FINAL ACTION OFFICE	
AFTER SIGNATURE, RETURN TO: Office of Planning and Policy Analysis, 703-390-6683	RELEASE NUMBER #09-05

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** This chapter provides for the delegation of the authorities of the Assistant Secretary - Indian Affairs as provided in 209 DM 8, through the Deputy Assistant Secretary - Management as provided in 210 DM 8, through the Director, Office of the Chief Financial Officer (OCFO) to the OCFO Chief of Staff; the Director, Office of Budget Management; the Director, Office of Acquisition and Property Management; and the Division Chiefs in the Office of Financial Management to fulfill the responsibilities for those functions, programs, and activities assigned to their organizations.
- 1.2 Scope.** This policy applies to the Offices under the authority of the Director, Office of the Chief Financial Officer. The section on monetary awards does not apply to volunteers, contract employees, and/or partners who are not eligible for monetary awards unless a different authority states otherwise.
- 1.3 Policy.** Subject to the limitations in this chapter, except where delegation is prohibited by statute, Executive Order, or limitations established by other competent authority, the OCFO Chief of Staff; the Director, Office of Budget Management; the Director, Office of Acquisition and Property Management; and the Division Chiefs in the Office of Financial Management are delegated the general program and administrative authorities specifically related to their functions and responsibilities identified in 110 DM 8.
- A.** The Director, Office of the Chief Financial Officer may delegate the authority to approve time-off awards, monetary awards, non-monetary recognition, letters of commendation, certificates, plaques, employee-to-employee recognition, and length of service. The authority to approve awards is subject to the following limits:
- 1. Monetary Award – Individual:** Not to exceed \$5,000.
 - 2. Monetary Award – Team:** Not to exceed \$10,000, provided each member in the group receives less than \$5,000.
 - 3. Time-Off Award.** The minimum time-off recognition is one hour; time-off awards shall not exceed 40 hours. Time-off awards cannot be transferred to another agency upon separation of the employee, and employees are not entitled to receive payment for any unused time-off award hours.
 - 4. A combination of awards** to an individual (including team awards) in a consecutive 12-month period that exceeds an individual's approved level must be elevated to the next higher organizational level for approval.
- B. Exceptions to General Delegations.** The authorities identified in 209 DM 8.4 (B.) and 210 DM 8.2 (B) are not delegated to the OCFO Chief of Staff; the Director of Budget Management; the Director of Acquisition and Property Management; or the Division Chiefs in the Office of Financial Management
- 1.4 Authority Unique to the Director, Office of Acquisition and Property Management.** The Director, Office of Acquisition and Property Management is delegated the authority to serve as Head of the Contracting Activity (HCA) for the Assistant Secretary - Indian Affairs and the Bureau of Indian Affairs subject to the restrictions in 210 DM 8.