

**Functional Series 100 – Agency Organization and Legal Affairs
ADS 103 – Delegations of Authority**

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Functional Series 100 – Agency Organization and Legal Affairs

ADS 103 – Delegations of Authority

103.1 OVERVIEW

Effective Date: 10/1/1995

This chapter delegates certain authorities and provides general provisions governing the delegation of authorities or assignment of duties and responsibilities in the Automated Directives System (ADS) and other Agency rules, regulations, and procedures.

103.2 PRIMARY RESPONSIBILITIES

Effective Date: 10/1/1995

The Office of the General Counsel (GC) is responsible for maintaining this chapter.

103.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 6/3/1999

The delegations of authority in this chapter deal primarily with delegations from the Administrator and Assistant Administrators (AA) on program planning and implementation and the obligation of funds. Other sources of delegations are ADS Chapter 101, which contains the general responsibilities of Bureaus and offices; other sections of the ADS; delegations within field posts and USAID/W offices; position descriptions; and the FAR, AIDAR, and other Agency regulations codified in the Code of Federal Regulations (CFR).

103.3.1 General Provisions

Effective Date: 11/10/1999

The following general provisions apply to all delegations or assignment of duties or responsibilities in the ADS and other Agency directives, regulations, and procedures, unless specifically provided otherwise:

- a. Re-delegation. Subject to [103.3.1.1](#), authorities may be re-delegated and re-delegated successively. Except for presidentially appointed Senate-confirmed (“PAS”) positions, the authority to re-delegate includes the authority to designate acting officers and to establish orders of succession of acting officials. (For PAS positions see [103.3.1.2](#).) Officials serving in an acting capacity are authorized to exercise all of the functions and duties of the position. The authority to re-delegate also includes the authority to give an “alter ego” delegation. An official exercising the authorities of a position under an “alter ego” delegation while authorized to exercise all of the functions and duties of the position is not the “acting” officeholder of the position. For example, a Deputy AA taking action under an “alter ego” delegation from the AA signs as Deputy AA, not as Acting AA.

- b.** References. Any reference to a statute, Executive Order, regulation, determination, delegation of authority, or any other issuance shall be deemed to be a reference to such an issuance as amended from time to time or its successor.
- c.** Concurrent Authority. The delegating official retains concurrent authority to exercise any of the delegated authorities, duties, or responsibilities.
- d.** Acting Capacity. Authorities may be exercised by persons serving for the designated officer in an acting capacity.
- e.** Exercise in accordance with Agency directives. Authorities shall be exercised in accordance with other Agency directives and regulations.
- f.** Re-delegations under revoked delegations. Re-delegations under revoked delegations are in effect according to their terms, until modified, revoked, or superseded.
- g.** Ratification. Actions taken by officials prior to the effective date of a delegation are ratified if in accordance with the terms and conditions of the delegation.
- h.** Reorganization. Delegations continue in effect to the successor position or office performing the functions of its predecessor until modified, revoked, or superseded. For example, the new Bureau for Management would continue to operate under the delegations to its predecessor, the Bureau for Finance and Administration.

103.3.1.1 Delegation to U.S. Citizen Personal Services Contractors (USPSCs) and Non-U.S. Citizen Employees

Effective Date: 5/24/2001

a. Notwithstanding any other provision of USAID directives, regulations, or delegations, U.S. citizen personal services contractors (USPSCs) and non-U.S. citizen employees (host country and third country Personal Service Contractors (PSCs) and direct-hire employees) may be delegated or assigned any authority, duty or responsibility, delegable to U.S. citizen direct-hire employees (USDH employees) except that:

- (1)** They may not supervise USDH employees of USAID or other U.S. Government agencies. They may supervise USPSCs and non-U.S. citizen employees.
- (2)** They may not be designated a contracting officer or delegated authority to sign obligating or sub-obligating documents.

(3) They may represent the Agency, except that communications that reflect a final policy, planning, or budget decision of the Agency must be cleared by a USDH employee.

(4) They may participate in personnel selection matters but may not be delegated authority to make a final decision on personnel selection.

b. Exceptions. Exceptions to the limitations in paragraph a. must be approved by the Assistant Administrator for the Bureau for Management (AA/M). The AA/M has delegated to the Director, M/OP the authority to issue contracting warrants to USPSCs. The authority of Executive Officers to sign leases in ADS [103.3.20](#) is an exception, i.e., under ADS 103.3.20 a USPSC serving as an Executive Officer can sign leases.

103.3.1.2 Acting Officials for Presidentially Appointed Senate-Confirmed (PAS) Positions

Effective Date: 07/10/2002

a. The USAID PAS positions are the Administrator, Deputy Administrator, Assistant Administrators (AAs) and the Inspector General (IG).

b. The Federal Vacancies Reform Act of 1998, 5 USC Sec. 3345-3349, prohibits the use of general delegations of authority to fill PAS vacancies on an acting basis. Section 621(a) of the FAA was just such a general delegation authority and was the agency's principal method for designating an "acting" for a PAS position. Since the authority of section 621(a) is no longer available for that purpose, the agency relies on the "first assistant" authority of the Vacancies Reform Act to fill PAS positions on an acting basis.

c. The "first assistant" of the Administrator is the Deputy Administrator. Except as the Administrator may provide otherwise, the "first assistant" for an AA is the senior deputy AA listed in mandatory reference – entitled "[Senior Deputy Assistant Administrators](#)". The Deputy Inspector General is the first assistant for the Inspector General.

d. The Vacancies Reform Act also permits the use of other explicit statutory provisions and section 624(b) of the FAA qualifies as such an authority. Section 624(b) authorizes the President to establish orders of succession among the other section 624 PAS officers, which are the Administrator, Deputy Administrator, and Assistant Administrators. Pursuant to the advice of the Office of Legal Counsel of the Department of Justice (OLC), orders of succession for these positions must be approved by the President. On July 10, 2002, President Bush established an order of succession for the Administrator. See [103.3.3](#) below.

e. An official other than the "first assistant" can be authorized to exercise all of a PAS' authorities under an "alter ego" delegation. However, the official is not the "acting"

PAS, but acts in his or her own capacity. For example, a Deputy AA taking action under an “alter ego” delegation signs as Deputy AA, not “acting” AA.

f. The above applies only to a vacancy, e.g., death, resignation, or extended illness. The Vacancies Act does not apply to a temporary absence of a PAS from the office, e.g., vacation or TDY. For a temporary absence, an acting PAS can be designated under the general delegation section 621(a) of the FAA and is not restricted to first assistants or other PAS officers. Unless another is designated, the PAS' first assistant is the acting PAS during a temporary absence.

103.3.2 International Development Cooperation Agency (IDCA)

Effective Date: 6/3/1999

Under the provisions of the Foreign Affairs Reform and Restructuring Act of 1998, as contained in Public Law 105-277, IDCA was abolished and USAID was established as an Executive agency, effective April 1, 1999.

103.3.3 Order of Succession- Administrator

Effective Date: 07/10/2002

On July 10, 2002, President Bush designated an order of succession for the Administrator in the event that both the Administrator and Deputy Administrator are unavailable. See Mandatory External Reference, [Memorandum for the Administrator of the United States Agency for International Development](#). While intended primarily for vacancies or unavailability in the event of a national security emergency, the order of succession is also available for temporary absences of the Administrator. The general delegation section of section 621(a) of the FAA may be also be used to designate an Acting Administrator. If section 621(a) is used, the acting Administrator does not have to be a PAS.

103.3.4 Deputy Administrator

Effective Date: 10/1/1995

The Deputy Administrator is delegated by the Administrator the authority to serve as full Deputy and alter ego to the Administrator; to be responsible under the Administrator's general direction for all aspects of the Agency's activities; and to represent and exercise the authority of the Administrator with respect to all functions now or hereafter conferred upon or held by the Administrator.

103.3.5 Assistant Administrator for Program and Policy Coordination (AA/PPC)

Effective Date: 5/08/2003

a. AA/PPC is delegated by the Administrator all authorities now available and that may become available to the Administrator relating to all aspects of the following:

- (1) Strategic planning;

103.3.6 Deputies of Assistant Administrators and Deputies of Heads of Independent Offices

Effective Date: 10/1/1995

The deputies of Assistant Administrators and the deputies of heads of independent offices are delegated by the Administrator the authority to act as the alter ego of their principals.

103.3.7 Executive Secretary (ES)

Effective Date: 10/1/1995

The Executive Secretary is delegated authority by the Administrator to

- a. Classify, downgrade, and declassify Secret and Confidential information material; and
- b. Administer oaths of office.

103.3.7.1 Office of Security

Effective Date: 11/10/1999

In addition to those authorities in ADS [101.3.1.3](#) and [ADS 201](#), the Director of the Office of Security is delegated by the Administrator the authority to

- a. Classify, downgrade, and declassify Secret and Confidential information material; and
- b. Administer oaths in support of lawful security investigations and to delegate this authority, at his or her discretion, to duly appointed Office of Security Agents.

103.3.8 Assistant Administrators, Mission Directors, and Other Principal Officers

Effective Date: 10/1/1995

The following sub-policies are delegations to more than one Assistant Administrator, Mission Director, or other principal officer of USAID field posts.

103.3.8.1 Strategic Planning

Effective Date: 5/08/2003

Assistant Administrators are delegated by AA/PPC, for their respective areas of responsibility, authority for strategic planning in accordance with ADS 201.

* An asterisk indicates that the adjacent material is new or substantively revised.

103.3.8.2 Program Implementation Authorities

Effective Date: 5/08/2003

Assistant Administrators are delegated by AA/PPC, for their respective areas of responsibility, the program implementation authorities in [103.3.5](#), including the authority to sign section FAA 632(a) interagency agreements (non-obligating transfers/allocations of funds).

103.3.8.3 Source, Origin, and Nationality for Procurement

Effective Date: 10/1/1995

a. Goods and Services. The Assistant Administrators are delegated by the Administrator for their respective areas of responsibility the authority to waive source, origin, and nationality requirements for the procurement of goods and services, other than transportation services, in accordance with applicable criteria.

b. Transportation Services. The following officials are delegated by the Administrator the authority to waive transportation source requirements for ocean transportation services in accordance with applicable criteria:

(1) AAM; and

(2) AA/ANE with respect to the Egypt Mission only and provided that a determination of non-availability has been made by M/OP/TRANS.

c. Limitation on Re-delegation by Principal Officers of USAID Field Posts.

(1) The authorities in para. a. may be re-delegated to Mission Directors and other principal officers of USAID field posts but, except for the Egypt Mission, may not be further delegated.

(2) AA/ANE may authorize the Mission Director in Egypt to re-delegate the authorities in paragraphs a. and b. above without regard to the limitation on re-delegation in paragraph c.1. above.

103.3.8.4 General Delegation of Authority to Coordinate With Other U.S. Government Agencies on Economic Cooperation Activities

Effective Date: 10/1/1995

General Authority. Assistant Administrators are delegated by the Administrator for their respective areas of responsibility the authority for coordination with other U.S. Government agencies of economic cooperation activities in developing countries, including the following:

a. Approving or requesting the activities of the U.S. Forest Service under section 602 of the International Forestry Cooperation Act of 1990;

- b.** Consulting with the Department of Energy under sections 1211, 1332, and 1608 of the Energy Policy Act (See Mandatory Reference, Pub. L. No. 102-486) concerning global technology transfer programs; and
- c.** Taking any other action in conjunction with or coordination with other Federal agencies that is necessary to effectively carry out programs of economic cooperation in developing countries.

103.3.8.5 Acceptance and Use of Gifts to the Agency

Effective Date: 10/1/1995

Assistant Administrators are delegated by the Administrator for their respective areas of responsibility the authority to accept and use gifts to the Agency. [For acceptance of gifts by individuals see the Standard of Conduct regulations at [5 CFR 2635](#).]

103.3.8.6 Reimbursable Programs Under Section 607 of the FAA

Effective Date: 10/1/1995

The following authorities are delegated by the Administrator:

- a.** Section 607 Programs of Other Agencies. The Assistant Administrator for Bureau for Policy and Program Coordination (AA/PPC) is delegated the authority to make "section 607 determinations," i.e., that the furnishing of goods and services on a reimbursable basis is consistent with and in furtherance of the purposes of part I of the FAA and within the limitations of the FAA, for the section 607 programs of other agencies (See Mandatory Reference, [Section 607 FAA](#)).
- b.** USAID Section 607 Programs. Assistant Administrators, within their areas of responsibility, are delegated the authority to make section 607 determinations and to authorize and administer USAID 607 programs. AA/PPC is delegated authority to make section 607 determinations for inter-regional or inter-bureau USAID section 607 programs.
- c.** Excess Property. AA/M, Mission Directors, and other Principal Officers of USAID field posts are delegated the authority to make section 607 determinations for excess property.

103.3.8.7 Food Aid Authorities

Effective Date: 10/1/1995

The following authorities are delegated by the Administrator:

- a.** Assistant Administrator, Bureau for Humanitarian Response (AA/BHR) is delegated all food-aid functions and authorities, including the authority to amend the delegation in paragraph d. below, except as provided in paragraphs b. and c. below.

b. Regional Assistant Administrators, with clearance by AA/BHR, are delegated the authority for the following actions with respect to Title III, of the Agriculture Trade Development and Assistance Act of 1954, as amended (See Mandatory Reference, Pub. L. 480):

- (1)** Authorization of the donation of agricultural commodities;
- (2)** Negotiation, execution, and implementation of donation agreements in accordance with the terms of the authorization;
- (3)** Amendment of any authorization and of any donation agreement; and
- (4)** Findings, determinations and actions required under Title IV of Pub. L. 480 that relate to donations and agreements for specific countries and the terms and conditions thereof.

c. AA/M is delegated the functions and authorities in section 407(d) of Pub. L. 480, with respect to the purchase of ocean transportation services and authority to sign, on behalf of USAID, U.S. Government contracts under section 407(d) and grants and cooperative agreements under Title V of Pub. L. 480.

d. Pub. L. 480 Claims. Mission Directors, other principal officers of USAID field posts, and in countries where USAID is not represented, principal diplomatic officers are delegated the following authorities with respect to Pub. L. 480 claims against private voluntary agencies arising under USAID Regulation 11 (See Mandatory Reference, [AID Reg 11 or 22 CFR 211](#)):

- (1)** To administratively collect such claims;
- (2)** To suspend or terminate claims not exceeding \$10,000; and
- (3)** To compromise claims not exceeding \$20,000 where the amount to be relinquished does not exceed \$10,000.

e. Re-delegation.

(1) AA/BHR may re-delegate the authorities in paragraph a. above as follows:

- (a)** The functions and authorities in Title V of Pub. L. 480 may be re-delegated to the Director of the Office of Private and Voluntary Cooperation (does not include authority to sign grants and cooperative agreements, see para. c.); and

(b) All other food-aid functions and authorities may be re-delegated to the Director of the Office of Food for Peace who may re-delegate further such authorities and functions as the Director deems appropriate.

(2) Regional Assistant Administrators may re-delegate:

(a) The authority to negotiate, execute, and implement agreements, including amendments, to the principal USAID officer in the country where the donation is made; and

(b) The authority to execute agreements, and amendments, to the principal United States diplomatic officer in the country where the donation is made.

The authority to implement agreements may be re-delegated in such manner as the principal USAID officer deems appropriate, but other authorities may not be re-delegated further.

f. Monitoring. Except for donations through the World Food Program and other agencies of the United Nations, no food-aid activity may be conducted in a country without the clearance of an officer of the appropriate Regional Bureau and the principal USAID officer in the country who then will be responsible for monitoring all food-aid activities in the country, unless other arrangements for monitoring are approved by the AA/BHR and the Regional Assistant Administrator.

103.3.8.8 Housing Guaranty, Other Credit Programs, and Agricultural and Productive Credit and Self Help Community Development Programs

Effective Date: 10/1/1995

The following authorities are delegated by the Administrator:

a. AA/G is delegated the authority to

(1) Authorize inter-regional credit programs; and

(2) Implement the Housing Guaranty (HG) and Micro and Small Enterprise Development (MSED) Programs, including the authority to negotiate, execute, and implement agreements for these programs.

The authorities herein delegated to AA/G shall be exercised in consultation with, and subject to the policy guidance of, the appropriate Regional Assistant Administrators and field Missions. AA/G may re-delegate her or his authorities to the Regional Bureaus.

- b.** Regional Assistant Administrators are delegated, for their respective geographic areas of responsibility, the authority to
 - (1)** Authorize HG and MSED Programs with the exception of inter-regional programs, for which authority has been delegated to the AA/G in paragraph a. above;
 - (2)** Authorize all loan, guarantee, and other credit programs with the exception of inter-regional programs, for which authority has been delegated to the AA/G in paragraph a. above; and
 - (3)** Implement loan, guaranty, and other credit programs, with the exceptions of the HG and MSED programs, for which authority has been delegated to the AA/G in paragraph a. above, including the authority to negotiate, execute and implement agreements for these programs.

- c.** AA/LAC, in addition to the authorities conferred upon him or her as a Regional Assistant Administrator, is delegated full authority for the Agricultural and Productive Credit and Self-Help Community Development Programs in existence as of May 19, 1982, with the exception of the authority to issue guaranties for such Programs.

103.3.8.9 Registration of Indigenous Private and Voluntary Organizations

Effective Date: 7/17/2000

[AA/BHR discontinued the requirement for registration of local Private Voluntary Organizations (PVOs), effective December 31, 1999, (General Notice 1/28/2000) and on July 17, 2000, rescinded the delegation to Mission Directors to register local PVOs.]

103.3.8.10 Interagency Agreements

Effective Date: 10/29/2002

- a.** Assistant Administrators and Heads of Independent Office are delegated by the AA/M the authority to negotiate, execute, and amend interagency agreements under section 632(b) of the FAA and other authorities where USAID is the
 - (1)** Requesting or funding agency and the agreement is for inherently governmental functions or technical assistance; or
 - (2)** Furnishing agency.

- b.** Mission Directors are delegated authority by AA/M to negotiate, execute, and amend interagency agreements under the International Cooperative Administrative Support Services (ICASS) program (ADS 520).

- c.** The Director, Office of Resource Allocation (PPC/RA) is delegated by AA/M the authority to negotiate, execute, and amend interagency agreements under section

* An asterisk indicates that the adjacent material is new or substantively revised.

632(b) of the FAA and other authorities and transfer and allocation agreements section 632(a) of the FAA.

d. The authorities in a. and b. above do not include the authority to sign transfer and allocation agreements under section 632(a) of the FAA.

103.3.8.11 Grants and Cooperative Agreements

Effective Date: 10/1/1995

a. Mission Directors and other principal officers of USAID field posts are delegated by AA/M the authority to negotiate, execute, and amend grants and cooperative agreements other than those to foreign governments or to public international organizations in an amount not exceeding \$100,000 (or local currency equivalent) in the aggregate. (Note: for grants to foreign governments and public international organizations see [103.3.8.2](#)).

b. Limitation on Re-delegation. The authority delegated in paragraph a. above may not be re-delegated but may be exercised by authorized persons who are performing the functions of the Mission Director or other principal officer in an acting capacity.

c. Authority of Contracting Officers. This delegation does not derogate in any way from the authority of BS-93 Contracting Officers to negotiate, execute, amend, and administer grants and cooperative agreements.

103.3.8.12 Claims

Effective Date: 10/1/1995

a. Mission Directors and other principal officers of USAID field posts are delegated by the Director, M/FM, the authority to settle (compromise, suspend, terminate, or waive) claims which do not exceed \$5,000, exclusive of late payment charges, interest penalties, and administrative cost charges.

b. Exclusions: The authority in paragraph a. does not apply to Pub. L. 480 claims.

c. Mission Directors and other principal officers of USAID field posts are delegated by the General Counsel the authority to settle tort claims in an amount not to exceed \$25,000.

103.3.8.13 Performance Based Actions

Effective Date: 10/1/1995

a. Assistant Administrators and Directors of independent offices are delegated by the Director of the Office Human Resources the authority to take and decide performance based actions, as specified in [5 USC 43](#) and related regulations, including reassignments, demotions, and removals for unsatisfactory performance, subject to consultation and coordination with Director of the Office Human Resources or designees.

- b. Any re-delegation of the authority in paragraph a. above is subject to approval by Director of the Office of Human Resources or designees.

103.3.8.14 Waiver of Transportation Source Requirements

Effective Date: 10/1/1995

- a. Officials in the field having authority to waive source requirements for goods and services are delegated by AA/M the authority to waive in accordance with applicable criteria (see [ADS 314.5.1b](#)) the flag registry requirements for ocean transportation services to permit financing of transportation on ocean vessels under flag registry of any country included in [USAID Geographic Code 935](#) (Special Free World); provided, however, that such authority may be exercised only for shipment of goods for which the official has approved a commodity source.
- b. The authority delegated in paragraph a. above may not be further re-delegated.

103.3.8.15 Details to Foreign Governments and International Organizations Under Sections 627 and 628 of the FAA

Effective Date: 6/3/1999

The following authorities are delegated by the Administrator:

- a. Other Agencies. The Assistant Administrator for Bureau for Policy and Program Coordination (AA/PPC) is delegated the authority to make "section 627/628 determinations," i.e., that the detail is in furtherance of the purposes of the FAA, for the detail of the employees of other agencies to foreign governments and international organizations under sections 627 and 628 of the FAA.
- b. USAID. The Assistant Administrator for Management (AA/M) is delegated under its general personnel authorities in [103.3.10](#) the authority to make "section 627/628 determinations" for USAID employees.

103.3.9 Principal Diplomatic Officers

Effective Date: 10/1/1995

- a. Principal diplomatic officers of the United States in countries where there is no USAID Mission or Office are delegated by the Administrator the authorities delegated to Mission Directors of USAID Missions.
- b. The exercise of the authorities in paragraph a. above is subject to the same limitations applicable to the exercise of such authorities by Mission Directors and such other limitations as the cognizant USAID Regional Assistant Administrator may specify.
- c. The authorities in paragraph a. above may be re-delegated to the officers at post principally responsible for USAID activities.

103.3.10 Bureau for Management (M)

Effective Date: 10/1/1995

The following sub-policies are the delegations for the Bureau for Management.

103.3.10.1 Assistant Administrator for Management (AA/M)

Effective Date: 5/08/2003

General Delegation of Authority

- a.** General Authority. AA/M is delegated by the Administrator all authorities now available and that may become available to the Administrator relating to all aspects of human resources management; information resources management; acquisition and assistance; management planning; and other administrative management functions, except as noted below or specifically delegated to another in another delegation of authority.
- b.** Authorities Reserved to the Administrator. The following authorities are reserved to the Administrator:
- (1)** The authorities of sections 624 and 631(c) of the FAA regarding officers appointed by the President and confirmed by the Senate and Chairman of the DAC;
 - (2)** The appointment, assignment, and removal of mission directors, deputy mission directors, and USAID representatives; and
 - (3)** The "Head of the Agency" authorities, which the Federal Acquisition Regulation ([FAR](#), see Mandatory Reference to [ADS 302](#)) states are not delegable.
- c.** Acquisition and Assistance. The authorities in paragraph a. above include, but are not limited to, the following:
- (1)** To act as "Head of the Agency" in accordance with the Federal Acquisition Regulation (see FAR, Mandatory Reference to ADS 302), except as limited in 103.3.10.1 paragraph b. above;
 - (2)** To negotiate, execute, amend, and administer
 - (a)** U.S. Government contracts;
 - (b)** Inter-agency agreements obligating USAID funds, under section 632(b) of the FAA and any other authority, including Participating Agency Service Agreements (PASAs) and Resources Support Service Agreements (RSSAs); and

* An asterisk indicates that the adjacent material is new or substantively revised.

103.3.10.2 Director, Office of Financial Management (M/FM)

Effective Date: 3/16/2000

a. The Director is delegated by the Administrator all authorities now available and that may become available to the Administrator relating to all aspects of financial management, including but not limited to the following:

(1) To serve as the Agency's Chief Financial Officer and to exercise all of the authorities under the Chief Financial Officers Act of 1990 ("CFO Act"); and

(2) To collect, compromise, suspend, or terminate or waive claims by or against the Agency, except for tort claims against the Agency.

b. Regulations. Included in paragraph a. above is the authority to issue, amend, or waive regulations to exercise any authority vested in the Administrator in such regulations, and to revoke or amend any delegations from the Administrator to M officials.

c. The Director, M/FM, is delegated by AA/M authority to:

(1) Negotiate, execute, amend, and administer inter-agency agreements in the area of financial management;

(2) Authorize expenditures under section 636(b) of the FAA;

(3) Approve exceptions under section 113 and other sections of the Foreign Service and Federal Travel Regulations;

(4) Make any other determination, waiver, exception, or other action authorized by law or regulation; and

(5) Approve exceptions to the mandatory use of the Government-sponsored travel charge card. This authority has been redelegated by the CFO to the Government-Sponsored Travel Card Coordinator in FM.

103.3.10.3 Chief, Payroll Division (FM/P)

Effective Date: 10/1/1995

FM/P is delegated by Director, M/FM, authority to withhold taxes, file required returns, and pay taxes in accordance with agreements entered into between the Secretary of the Treasury and the States, the District of Columbia, and U.S. cities and counties.

103.3.10.4 Chief, Central Accounting and Reporting Division (FM/CAR)

Effective Date: 10/1/1995

FM/CAR is delegated by Director, M/FM, the following authorities:

- a. Claims authority in [103.3.10.2](#);
- b. Authority to appoint and revoke appointments of certifying officers;
- c. Authority to designate overseas cashiers and to request the Department of Treasury designation of domestic cashiers and to request the revocation of such designations;
- d. Authority to sign requests for relief concerning physical losses or deficiencies applying to cashiers of imprest funds. This includes authority to make findings, determinations, and recommendations relating to the relief of accountable officers, pursuant to [title 31 of the U.S. Code](#);
- e. Authority to request the Department of Treasury to designate agents to distribute checks; and
- f. Authority to sign Foreign Currency Transfer Authorizations.

103.3.10.5 Director, Office of Information Resources Management (M/IRM)

Effective Date: 10/1/1995

The Director, M/IRM, is designated by AA/M the Agency's Senior IRM Manager and delegated by AA/M the following responsibilities including those delegated to AA/M as USAID's Designated Senior Official for Information Resources Management:

- a. Coordination with other Agency components to develop and update annually the Agency-wide five-year IRM Strategic Plan;
- b. Coordination with other Agency components to develop an annual Agency-wide IRM budget;
- c. Development and promulgation of IRM policies, procedures, and guidelines for the economical and effective management of information resources, TEMPEST, COMSEC, and Secure Telephone Units;
- d. Oversight responsibility of all IRM activities in the Agency (to include conducting program reviews of information resources management activities);
- e. Acquisition, review, and approval authority for all acquisitions containing Federal information processing resources;

- f. Management of the Agency's compliance with Sections 3506(c) (1), (2), (6), and (7) of the Paperwork Reduction Act, as amended, OMB Circular A-130, and Sections 5 and 6 of the Computer Security Act, TEMPEST Countermeasures for Facilities, COMSEC Guidance for Automated Data Processing (ADP) Systems, and Operational Security Doctrine for Secure Telephone Units; and
- g. Development, coordination, implementation and maintenance, administration, and integration of Agency corporate automated information systems (both numerical and textual).

103.3.10.6 Procurement Executive and Assistance Executive

Effective Date: 6/3/1999

- a. The Procurement Executive and Assistance Executive are designations of a specific individual by AA/M.
- b. The Procurement Executive has been delegated by AA/M responsibility for the management direction of USAID's assistance and acquisition ("A&A") system, which includes the following duties: certifying to the Administrator, through AA/M, that the A&A system meets approved criteria; making recommendations on the A&A system; coordinating Agency A&A training programs; leading outreach activities; and such other duties as may be assigned by AA/M.
- c. The Assistance Executive has been delegated by AA/M responsibility for deciding appeals under 22 CFR 226.90 and other assistance instruments.

103.3.10.7 Director, Office of Procurement (M/OP)

Effective Date: 6/3/1999

- a. The Director, M/OP, is delegated by AA/M the procurement and assistance authorities delegated to AA/M in [103.3.10.1](#), including commodity, excess property, and host country contracting authorities and the authorities previously delegated to the Deputy AA/M in the ADS and USAID Regulations. Assistance authorities include any authorities specified elsewhere in the ADS and USAID Regulations as belonging to the Assistance Executive, except the authority to decide appeals noted in [103.3.10.6](#) paragraph c. above.
- b. Authority to negotiate, execute, amend, and modify contracts, grants, and cooperative agreements is delegated to individuals through warrants signed by the Director, Office of Procurement (M/OP) and may not be further delegated.
- c. Contracting authority delegated to individuals through warrants issued pursuant to paragraph b. includes the authority to enter into section 632(b) interagency agreements, including PASAs and RSSAs (see [ADS 306](#)).

103.3.10.8 Chief, Office of Procurement, Evaluation Division (M/OP/E)

Effective Date: 6/3/1999

The Chief, M/OP/E is delegated by the Director, M/OP, authority to issue ad hoc delegations of assistance or acquisition authority, including authority for micro-purchases as defined in FAR 2.101 (see [FAR](#), Mandatory Reference to [ADS 302](#)).

103.3.10.9 Office of Administrative Services (M/AS)

[Reserved]

103.3.10.10 Deputy Director, M/AS

[Reserved]

103.3.10.11 Chief, Travel and Transportation Branch (M/AS/TT)

[Reserved]

103.3.10.12 Chief, Property Management Division (M/AS/PMD)

[Reserved]

103.3.10.13 Chief, Information Records Division (M/AS/IRD)

[Reserved]

103.3.10.14 Deputy Assistant Administrator for Office of Human Resources (M/DAA/HR) Primary Responsibility for Human Resources Management

Effective Date: 10/13/2000

a. The Deputy Assistant Administrator for Human Resources is delegated by AA/M primary responsibility for all aspects of human resources management. This includes all of the authorities delegated to AA/M for human resources management (see [ADS 103.3.10.1](#)), including employee training and career development; pay and allowance policy; the authority to sign inter-agency agreements for human resources management functions; and the authority to redelegate the authority to sign such inter-agency agreements.

b. As a matter of administrative practice, the following actions are forwarded to the Administrator or Deputy Administrator through AA/M for approval:

- (1)** Appointment /Reassignment of SES, AD, PAS, and Schedule C
- (2)** Foreign Service Commissioning List

* An asterisk indicates that the adjacent material is new or substantively revised.

- (3) Designation of SMG positions and assignment, including extensions, of employees to SMG positions
- (4) Non-reimbursable details out of the Agency, including IPAs
- (5) Reimbursable details and transfers to international organizations for more than five years (together with State)
- (6) FS promotion numbers
- (7) SFS Limited Career Extensions
- (8) SFS/SES Performance Pay
- (9) SFS/SES Presidential Rank Award nominations
- (10) AD employees pay and performance bonus awards
- (11) Appointment of Chair and members of USAID's Special Awards Committee (SAC)
- (12) All awards, monetary and non-monetary, recommended for approval by USAID's Special Awards Committee
- (13) USAID Membership on the Board of the Foreign Service
- (14) CS/FS Furloughs and RIFs
- (15) Sabbaticals for SES/SFS

103.3.11 Bureau for Africa (AFR)
Effective Date: 10/1/1995

The following policies are the delegations for the Bureau for Africa.

103.3.11.1 Mission Directors and USAID Principal Officers
Effective Date: 10/1/1995

The Mission Directors and USAID Principal Officers in the AFR region are delegated by AA/AFR the following authorities:

- a. Strategic planning authority pursuant to [ADS 201](#). The authority to implement strategic, special, or support objectives stated in section [103.3.8.2](#), except that:

- (1) The authority to take into consideration FAA section 611(e) certifications and to sign FAA 632(a) agreements is not delegated; and

(2) Prior to approving macroeconomic or sector assistance involving resource transfers pursuant to Policy Paper "Program Assistance" (formerly referred to as "non-project assistance"), USAID principal officers must receive the concurrence of AA/AFR based on review of information concerning such proposed assistance included in the Results Review and Resource Request (R4) submission. Each R4 submission which proposes this mode of assistance shall include a reform matrix and discussions of dollar use and local currency generation and use, as well as such additional information as may be specified in AFR/W guidance.

- b.** The authority to waive source, origin, and nationality requirements for the procurement of goods and services (other than transportation services) set forth in Good and Services (see [103.3.8.3, para. a.](#)). This authority may not be further re-delegated.
- c.** The authority to coordinate with other U.S. government agencies on economic development matters set forth in section [103.3.8.4](#).
- d.** The authority to accept and use gifts as set forth in section [103.3.8.5](#).
- e.** The authority stated in section [103.3.8.7, para. b2](#) to negotiate, execute, and implement food aid donation agreements in accordance with the terms of the authorization. The authority to implement such agreements may be re-delegated further, but the authorities to negotiate and execute agreements may not.
- f.** The authority to implement loan, guaranty, and other credit programs (except for the HG and MSED programs) set forth in section [103.3.8.8, para. b.](#)

103.3.11.2 Directors of the Office of West African Affairs (AFR/WA), the Office of Sustainable Development (AFR/SD), the Disaster Response Coordination Office (AFR/DRC), the Office of Eastern Africa Affairs (AFR/EA), the Office of Southern Africa Affairs (AFR/SA) and the Office of Development Planning (AFR/DP) (Collectively, "AFR/W Office Directors")

Effective Date: 1/19/1996

AA/AFR has delegated AFR/W Office Directors the following the authorities, effective January 19, 1996:

- a.** The authority to implement strategic, special, or support objectives stated in section [103.3.8.2](#), including but not limited to, authority to

(1) Negotiate, execute, amend, and implement strategic, support, and special objective grants, loans, memoranda of understanding, and other implementing and ancillary agreements and documents with public international organizations and foreign governments; and issue or approve

other implementation documents in connection with the above agreements.

(2) Amend existing project, program, and other agreements and take other actions necessary to make the transition to the new ADS Managing for Results system.

(3) Review and approve documents and other evidence submitted in satisfaction of conditions precedent.

(4) Approve host country contracts and amendments, including waivers of competition and advertising requirements. This authority is subject to AA/M approval of host country contracts and amendments over \$10 million and the limitations on re-delegation to the field of [ADS 302](#) and Additional Help Reference, "[Country Contracting](#)".

(5) Receive and determine the adequacy of assurances of host country contributions under section 110 of the FAA and to waive such contributions on a case-by-case basis if the country qualifies as relatively least developed under [section 124\(d\) of the FAA](#).

b. The authority to waive source, origin, and nationality requirements for the procurement of goods and services (other than transportation services) set forth in Goods and Services (see [103.3.8.3, para. a.](#)) This authority may not be further re-delegated.

c. Procurement under the Development Fund for Africa (DFA). The authority to implement the procurement authorities stated in [Section 496 of the Foreign Assistance Act of 1961, as amended](#). This authority shall be exercised in accordance with the Updated and Reissued Africa Bureau Instructions on Implementing DFA Procurement Authorities, dated February 1, 1993, as may be from time to time amended, including the provision in said instructions calling for U.S. procurement to the maximum extent practicable.

d. The authority to coordinate with other U.S. government agencies on economic development matters set forth in section [103.3.8.4](#).

e. The authority to accept and use gifts as set forth in section [103.3.8.5](#).

f. The authority in section [103.3.8.6](#), para. b. to authorize and administer reimbursable programs under section 607 of the FAA.

g. The authority to register regional, foreign private and voluntary organizations, i.e., that conduct operations in more than one country within a USAID geographic region.

h. Exceptions.

(1) The authority to sign section 632(a) inter-agency agreements (non-obligating transfers of funds) and section 632(b) inter-agency agreements (obligating transfers of funds) is not delegated by this Delegation of Authority.

(2) Prior to approving macroeconomic or sector assistance involving resource transfers (formerly referred to as "non-project assistance"), USAID principal officers must receive the concurrence of AA/AFR based on review of information concerning such proposed assistance included in the R4 submission. Each R4 submission which proposes this mode of assistance shall include a reform matrix and discussions of dollar use and local currency generation and use, as well as such additional information as may be specified in AFR/W guidance.

i. Country, Regional and USAID/W Support. In carrying the authorities delegated above, each AFR/W Office Director and his or her staff shall obtain

(1) All required or otherwise appropriate clearances (legal, procurement, financial, technical) prior to approving actions; and

(2) Such additional country, regional, and/or USAID/W support as may be appropriate in planning and carrying out assistance activities.

103.3.11.3 Special Self-Help ("SSH") and Democracy and Human Rights Fund ("DHRF") Programs

Effective Date: 5/1/2002

Ambassadors and other principal U.S. diplomatic officers in African countries with or without a USAID Mission are delegated by AA/M the authority to negotiate, execute, amend, implement, and otherwise administer SSH and DHRF agreements with foreign governments and non-governmental organizations in accordance with the guidelines established in the Department of State Special Self Help and the Democracy and Human Rights Fund Manuals.

103.3.12 Bureau for Asia and the Near East (ANE)

Effective Date: 10/1/1995

The following sub-policies are the delegations for the Bureau for Asia and the Near East.

103.3.12.1 ANE Mission Directors and Principal Officers

Effective Date: 10/1/1996

The Mission Directors and USAID Principal Officers in countries or areas of the Asia and the Near East (ANE) region now or hereafter under the responsibility of the Assistant Administrator for Asia and the Near East (AA/ANE) are delegated by the AA/ANE, each with respect to the country or countries for which he or she is responsible, the authorities contained in ADS sections [103.3.8.1](#) (Strategic Planning); [103.3.8.2](#) (Implementation); [103.3.8.3](#) (Source and Origin); [103.3.8.4](#) (Coordination); [103.3.8.5](#) (Acceptance of Gifts); [103.3.8.7 b.](#) (Food Aid); and [103.3.8.8, para. b.](#) (Housing Guaranty and other Credit Programs) except that

- a. The authorities delegated pursuant to [ADS 201](#) do not include the authority to approve
 - (1) Strategic plans and substantive amendments thereto;
 - (2) Exceptions to the strategic planning procedures; and
 - (3) The substantive terms and conditions of management contracts and amendments thereto.
- b. The authorities delegated pursuant to section 103.3.8.2 do not include
 - (1) The authority to receive and take into consideration certifications under [section 611\(e\) of the FAA](#); or
 - (2) Sign section 632(a) interagency agreements [non-obligating transfers of funds].
- c. The authorities delegated pursuant to section 103.3.8.3 may not be delegated further.
- d. In the case of the USAID/Mission to Egypt only, the authorities delegated pursuant to section 103.3.8.3
 - (1) Include the authority to waive transportation source requirements for ocean transportation services in accordance with applicable criteria, provided that a determination of non-availability has been made by M/OP/COM; and
 - (2) May be re-delegated further.
- e. The authorities delegated pursuant to section 103.3.8.7, para. b. are subject to clearance by AA/BHR, and do not include

- (1) The authority to authorize or amend the authorization for the donation of agricultural commodities; and
- (2) The authority to make findings, determinations, and actions required under Title IV of Pub. L. 480 that relate to donations and agreements for specific countries and the terms and conditions thereof.

f. The implementation authorities delegated pursuant to section [103.3.8.8, para. b.](#) may be re-delegated in such a manner as the respective USAID Mission Director or Principal Officer deems appropriate, but other Food Aid authorities may not be delegated further.

103.3.12.2 USAID/Egypt Regional Contracting Officer (RCO/E)

Effective Date: 10/1/1995

RCO/E is delegated authority by DAA/M authority to approve host country contracts awards in the amount of \$10 million or more, including contract amendments in that amount, and related actions.

103.3.13 Bureau for Europe and Eurasia (E&E)

Effective Date: 7/10/2000

The following sub-policies are the delegations for the Bureau for Europe and Eurasia.

103.3.13.1 E&E Mission Directors, Principal Officers, and E&E Washington-Based Office Directors

Effective Date: 7/10/2000

The Mission Directors and Principal Officers in countries or areas of the E&E region and the E&E Washington-based Office Directors each with respect to their functional area responsibilities now or hereafter under the responsibility of the AA/E&E are delegated by the AA/E&E, the authorities contained in ADS sections [103.3.8.1](#) (Strategic Planning); [103.3.8.2](#) (Implementation); [103.3.8.3](#) (Source and Origin); [103.3.8.4](#) (Coordination); [103.3.8.5](#) (Acceptance of Gifts); [103.3.8.7, para. b.2.](#) (Food Aid); and [103.3.8.8, para. b.](#) (Housing Guaranty and other Credit Programs) except that

a. The authorities delegated pursuant to [ADS 201](#) do not include the authority to approve:

- (1) Strategic plans and substantive amendments thereto;
- (2) Exceptions to the strategic planning procedures; and
- (3) The substantive terms and conditions of management contracts and amendments thereto.

b. The authorities delegated pursuant to section 103.3.8.2 do not include the authority to:

(1) Receive and take into consideration certifications under section 611(e) of the FAA; or

(2) Sign section FAA 632(a) interagency agreements (non-obligating transfers/allocations of funds).

c. The authorities delegated pursuant to section 103.3.8.3 may not be delegated further;

d. The authorities delegated pursuant to section 103.3.8.7, para. b.2. are to negotiate, execute, and implement Title III donation agreements in accordance with the terms of the authorization. The authority to implement agreements may be re-delegated but the other authorities may not be re-delegated further.

e. The Director, USAID/Central Asia is delegated the authority of a USAID Principal Officer with respect to the countries of Kazakstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan.

f. The Director, USAID/Caucasus is delegated the authority of a USAID Principal Officer with respect to the countries of Georgia and Azerbaijan.

g. The Director, USAID/Ukraine is delegated the authority of a USAID Principal Officer with respect to the countries of the Belarus, Moldova, and Ukraine.

h. The Director, Regional Services Center, Budapest, is delegated the authority of a USAID Principal Officer with respect to activities in Hungary.

103.3.13.2 Enterprise Funds

Effective Date: 12/12/2000

a. AA/E&E is delegated by M/OP/OD authority for the award and administration of all E&E Enterprise Fund grants. This authority includes, but is not limited to the following:

(1) Negotiating and executing grant awards and grant modifications, and

(2) Administering and terminating grants.

b. The authority in (a) has been delegated to the Director of the Office of Management Initiatives (E&E/MT).

103.3.14 Bureau for Latin America and the Caribbean (LAC)

Effective Date: 10/1/1995

The following sub-policies are the delegations for the Bureau for Latin America and the Caribbean.

103.3.14.1 Director, Office of Strategic and Portfolio Management (LAC/SPM); Director, Office of Regional Sustainable Development (LAC/RSD); and Director, Office of Development, Planning and Budget (LAC/DPB)

Effective Date: 10/1/1995

The above officials are delegated by AA/LAC the following authorities:

- a. Strategic planning authority pursuant to [ADS 201](#). The authority to implement strategic, special, or support objectives stated in section [103.3.8.2](#), except signing FAA section 632(a) agreements;
- b. The authority to waive source, origin, and nationality requirements for the procurement of goods and services (other than of transportation services) as stated in section [103.3.8.3, para. a.](#);
- c. The authority to coordinate with other U.S. government agencies on economic development matters stated in section [103.3.8.4](#);
- d. The authority to accept and use gifts stated in section [103.3.8.5](#);
- e. The authority to authorize and administer reimbursable USAID programs pursuant to section 607 of the FAA set forth in section [103.3.8.6](#); and
- f. The housing guaranty and the credit program authorities stated in section [103.3.8.8, para. b.3.](#)

103.3.14.2 LAC Mission Directors and USAID Principal Officers

Effective Date: 11/17/2003

The Mission Directors and USAID Principal Officers in the LAC region are delegated by AA/LAC the following authorities:

- a. Strategic planning authority pursuant to [ADS 201](#). The authority to implement strategic, special, or support objectives stated in section [103.3.8.2](#), except signing FAA 632(a) agreements;
- b. The authority to waive source, origin, and nationality requirements for the procurement of goods and services (other than transportation services) set forth in section [103.3.8.3](#);

- c. The authority to coordinate with other U.S. government agencies on economic development matters set forth in section [103.3.8.4](#);
- d. The authority to accept and use gifts as set forth in section [103.3.8.5](#);
- e. The authority to authorize and administer reimbursable USAID programs pursuant to FAA section 607 as stated in section [103.3.8.6](#);

[Removed former paragraph f, authority to register indigenous foreign private and voluntary organizations (PVOs) set forth in section 103.3.8.9.]

- f. The food aid authorities stated in section [103.3.8.7, para. b.2., 3., and 4.](#) to negotiate, execute, amend, and implement food aid donation agreements in accordance with the terms of the authorization. The authority to implement such agreements may be delegated further, but the authorities to negotiate, execute, and amend agreements may not; and
- g. The authorities to implement loan, guaranty, and other credit programs (except for the HG and MSED programs), and the agricultural and productive credit and self-help community development programs, set forth in section [103.3.8.8, para. b.](#) and [103.3.8.8, para. c.](#)

103.3.14.3 Latin America Development Act of 1960

Effective Date: 08/11/2001

AA/LAC is delegated by the Administrator the authority to act on behalf of the U.S. Government with regard to the Latin America Development Act of 1960, 22 U.S.C. 1942 et seq. This authority includes, but is not limited to, the authority to

- a. Negotiate, execute, amend, and implement agreements with the Inter-American Development Bank; and
- b. Take any action in conjunction or coordination with other U.S. Government agencies related to the Social Progress Trust Fund.

103.3.15 Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)

Effective Date: 06/27/2003

The following policies are the delegations for the Bureau for Democracy, Conflict, and Humanitarian Assistance.

103.3.15.1 Assistant Administrator for DCHA

Effective Date: 06/27/2003

a. The Assistant Administrator for DCHA is delegated by the Administrator, for purposes of immediately responding to disasters overseas, the authority to negotiate, execute, amend, and implement

(1) Grants and cooperative agreements, in an amount up to \$3.0 million per transaction, with non-governmental organizations (NGOs) and foreign governments.

(2) Contracts, including contracts for personal services, in an amount up to \$500,000 per transaction.

b. The authorities in a. may be re-delegated by the Assistant Administrator for DCHA to the Director of the Office of Foreign Disaster Assistance (OFDA) and, if so re-delegated, may be exercised by officials serving in an acting capacity as Director, OFDA. In exercising these authorities, the Assistant Administrator, acting Assistant Administrator, Director, or acting Director, OFDA, as the case may be, must rely on documentation prepared by another official in DCHA or the Office of Procurement who has a warrant to make such awards. This requirement shall continue until such time as the Assistant Administrator, or acting Assistant Administrator, Director, or acting Director, OFDA, as the case may be, has received such training as may be agreed upon by the Assistant Administrator for DCHA and the Director of the Office of Procurement.

c. The Assistant Administrator for DCHA is delegated by the Administrator the authority to waive the restriction in section 123(g) of the FAA requiring that a private voluntary organization must obtain at least 20 percent of its total annual financial support for its international activities from sources other than the U.S. Government in order to receive funds made available to carry out sections 103(a), 104(b), 105, 106, 121, or 491 of the FAA. This authority may not be re-delegated.

103.3.15.2 DCHA Office Directors

Effective Date: 06/27/2003

The directors of the Offices of Food for Peace (FFP), Private-Voluntary Cooperation/American Schools and Hospitals Abroad (PVC/ASHA), Foreign Disaster Assistance (OFDA), Democracy and Governance (DG), Transition Initiatives (OTI), and Conflict Management and Mitigation (CMM) are delegated by AA/DCHA the following authorities for the programs, projects, and activities within the subject matter of each respective office:

a. Strategic planning authorities set forth in ADS [103.3.8.1](#). This delegation does not include the authority to approve:

(1) Strategic plans and substantive amendments thereto;

- (2) Exceptions to the strategic planning procedures; and
 - (3) The substantive terms and conditions of management contracts and amendments thereto.
- b. Implementation authorities set forth in ADS [103.3.8.2](#).
 - c. Source, origin and nationality waiver authority set forth in ADS [103.3.8.3](#). (See [ADS 310.5.5a](#), which delegates comparable source, origin, and nationality waiver authority to the Director of OFDA.)
 - d. Coordination authority set forth in ADS [103.3.8.4](#).
 - e. Gift acceptance and use authority set forth in ADS [103.3.8.5](#).
 - f. Authorities for interagency agreements set forth in ADS [103.3.8.10](#).

103.3.15.3 Director of the Office of Food for Peace

Effective Date: 06/27/2003

Additional authorities delegated to the Director, FFP, by AA/DCHA

- a. All food aid authorities and functions, including the administration, approval, and implementation of programs under Titles II and III of the Agricultural Trade Development and Assistance Act of 1954, as amended (P.L. 480), 7 U.S.C. §§ 1691 et seq., except functions reserved to other USAID staff by ADS [103.3.8.7.b-f](#) (other than as provided in ADS [103.3.8.7.e.1.b](#)). Authorities delegated to the Director of FFP hereunder include, without limitation, the authority to authorize, approve, negotiate, execute and implement transfer authorizations and grants, and ancillary obligation or implementation documents necessary to carry out emergency and non-emergency P.L. 480 Title II programs. Such transfer authorizations and grants may include authorization or obligation of funds for commodities, transport, distribution, storage, and all other expenditures necessary and proper to carry out Title II programs.
- b. Authority to coordinate activities of FFP with activities of the U.S. Department of Agriculture (USDA) undertaken under Title I of P.L. 480 or Section 416(b) of the Agricultural Act of 1949, as amended (P.L. 81-439).

103.3.15.4 Director of the Office of Private-Voluntary Cooperation/American Schools and Hospitals Abroad

Effective Date: 06/27/2003

Additional authorities delegated to the Director, PVC/ASHA, by AA/DCHA

- a. Authority to register private and voluntary organizations (PVOs).

* An asterisk indicates that the adjacent material is new or substantively revised.

b. Authority to approve, authorize, and administer the following types of PVO grants, activities, and programs:

- (1)** Non-governmental organization (NGO) strengthening grants and matching grants to U.S. PVOs;
- (2)** Cooperative development grants to U.S. cooperative development organizations (CDOs);
- (3)** Grants to, or payments on behalf of, registered U.S. PVOs for reimbursement of ocean freight charges for shipments by such PVOs of development or relief supplies or equipment, under FAA Section 123(b)-(d),
- (4)** Peace Corps program grants; and
- (5)** Other activities in support of PVC's programs and objectives.

Note: Authority to negotiate and execute grants to PVOs, NGOs, and CDOs for all PVC programs is held by AA/M and M/OP as stated in ADS [103.3.10.1](#) and [103.3.10.7](#), except that PVC has authority from AA/M to negotiate, execute and implement grants to U.S. PVOs for reimbursement of ocean freight, pursuant to FAA Section 123(b)-(d) and USAID Regulation 2 (22 CFR Part 202.)

c. Authority to coordinate activities under the Denton Amendment program operated by the Department of Defense (DoD) pursuant to 10 U.S.C. § 402, by which DoD may transport humanitarian assistance supplies donated by PVOs, NGOs, or other non-governmental sources on a space available basis.

d. Authority to approve, authorize, and administer the ASHA program pursuant to section 214 of the FAA. In accordance with Delegation of Authority No. 953, dated June 9, 1978, the authorities identified in this subsection may only be exercised subsequent to the approval of AA/DCHA for the specific project, program, or activity for which assistance is to be provided.

Additional authority delegated to the Director, PVC/ASHA, by AA/M

Authority to negotiate, execute, and implement ASHA grants, including approval of the terms and conditions of contracts under such grants.

103.3.15.5 Director of the Office of Foreign Disaster Assistance

Effective Date: 06/27/2003

Additional authorities delegated to the Director, OFDA

- a. By AA/DCHA, authority to provide disaster assistance authorized by FAA Section 491, as set forth in ADS 251 and periodic OFDA guidance cables, within the overall Operating Year Budget (OYB) for International Disaster Assistance approved by AA/DCHA.
- b. By AA/M, authority to negotiate and execute contracts as set forth in AIDAR 701.601(b)(2).

103.3.15.6 Director of the Office of Transition Initiatives

Effective Date: 06/27/2003

Additional authority delegated to the Director, OTI, by AA/DCHA

Authority to approve, authorize and administer transition initiatives programs, projects and activities. However, authority to negotiate and execute grants, contracts or cooperative agreements with organizations other than governments or PIOs is retained by M/OP and other officials as set forth in the AIDAR, ADS [103.3.8.11](#), and ADS [103.3.10.6](#) and [103.3.10.7](#), unless delegated to OTI by AA/M or M/OP.

103.3.15.7 Director of the Office of Democracy and Governance

Effective Date: 06/27/2003

Additional authority delegated to the Director, DG, by AA/DCHA

Authority to approve, authorize, and administer democracy and governance programs, projects and activities and victims of war/torture programs, projects, and activities. However, authority to negotiate and execute grants, contracts, or cooperative agreements with organizations other than governments or PIOs is retained by M/OP and other officials as set forth in the AIDAR, ADS [103.3.8.11](#), and ADS [103.3.10.6](#) and [103.3.10.7](#), unless delegated to DG by AA/M or M/OP.

Note: Pursuant to a 1997 memorandum, the Administrator delegated to the Center for Democracy and Governance (the predecessor office of DG) authority to design, implement, and approve ESF-funded activities in non-presence countries, consistent with the criteria contained in Annex A to that memorandum.

103.3.15.8 Director of Office for Conflict Management and Mitigation

Effective Date: 06/27/2003

Additional authority delegated to the Director, CMM, by AA/DCHA

Authority to approve, authorize, and administer conflict management and mitigation programs, projects, and activities. However, authority to negotiate and execute grants, contracts or cooperative agreements with organizations other than governments or PIOs is retained by M/OP and other officials as set forth in the AIDAR, ADS [103.3.8.11](#), and ADS [103.3.10.6](#) and [103.3.10.7](#), unless delegated to CMM by AA/M or M/OP.

103.3.16 Bureau for Global Health (GH)

Effective Date: 01/06/2004

The following sub-policies are the delegations for the Bureau for Global Health.

103.3.16.1 General Delegations

Effective Date: 01/06/2004

The mandatory reference, [Global Health Delegations of Authority](#), lists all GH delegations in matrix format.

103.3.16.2 Human Subject Research - Assistant Administrator and Cognizant Human Subjects Officer

Effective Date: 11/18/2001

The AA/GH is delegated by the Administrator full authority to manage the human subject policy and requirements for USAID. The Cognizant Human Subjects Officer ("CHSO") is delegated by AA/GH authority for the human subject program for USAID, including but not limited to, authority to issue regulations; take "agency head" actions; and issue guidance. This delegation to the CHSO is subject to the condition that the CHSO inform AA/GH and the Administrator of any classified human subject research.

103.3.17 Bureau for Global Programs, Field Support and Research (G)

Effective Date: 11/18/2001

The following sub-policies are the delegations for the Bureau for Global Programs, Field Support and Research.

[Note: Section 103.3.17 no longer applies to the offices that were moved from G to the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA) and the Bureau for Global Health (GH). The delegations for DCHA are at [103.3.15](#). The delegations for GH are at [103.3.16](#). Under the "reorganization" general provision in 103.3.1h, 103.3.17 continues to apply to the Bureau for Economic Growth, Agriculture and Trade (EGAT) until modified, revoked, or superseded.]

103.3.17.1 Senior Deputy Assistant Administrator (SDAA/G)

Effective Date: 10/1/1995

The SDAA/G has Alter Ego authority with AA/G.

103.3.17.2 Deputy Assistant Administrators

Effective Date: 2/6/1996

Deputy Assistant Administrators who are the Directors of the Center for Democracy and Governance, the Center for Economic Growth, the Center for the Environment, the Center for Human Capacity Development, and the Center for Population, Health and Nutrition, and the Associate Assistant Administrator for Science, Technology and Communications, are delegated, within their respective areas of responsibility, the authorities contained in ADS sections [103.3.8.1](#) (Strategic Planning); [103.3.8.2](#) (Implementation); [103.3.8.3](#) (Source and Origin); [103.3.8.4](#) (Coordination); [103.3.8.5](#) (Acceptance of Gifts); [103.3.8.6](#) (Reimbursable Programs); and [103.3.8.8, para. a.](#) (Housing Guaranty and other Credit Programs), except that

- a. The authorities delegated pursuant to [ADS 201](#) do not include the authority to approve
 - (1) Strategic plans and substantive amendments thereto;
 - (2) Exceptions to the strategic planning procedures; and
 - (3) The substantive terms and conditions of management contracts and amendments thereto;
- b. Authority is reserved to DAA/G's to sign FAA section 632(b) interagency agreements pursuant to section [103.3.8.10](#); and
- c. Authority is reserved to AA/G to select certain senior-level subordinates, as more fully described in Bureau directives.

103.3.17.3 Director of the Center for Economic Growth

Effective Date: 10/1/1995

Authority is delegated to the Director of the Center for Economic Growth to

- a. Authorize inter-regional credit programs, other than Housing Guaranty programs, pursuant to section [103.3.8.8, para. a.1.](#); and
- b. Implement the Micro and Small Enterprise Development (MSED) Program, including the authority to negotiate, execute, and implement agreements for these programs, pursuant to section [103.3.8.8, para. a.2.](#)

103.3.17.4 Director of the Center for the Environment

Effective Date: 10/1/1995

Authority is delegated to the Director of the Center for the Environment to

* An asterisk indicates that the adjacent material is new or substantively revised.

- a. Implement the Housing Guaranty (HG) Program, including the authority to negotiate, execute, and implement agreements for this program, pursuant to section [103.3.8.8, para. a.2.](#), and to authorize inter-regional HG programs, pursuant to section [103.3.8.8, para. a.1.](#);
- b. Coordinate with, including approving or requesting the activities of, the U.S. Forest Service under section 602 of the International Forestry Cooperation Act of 1990, pursuant to section [103.3.8.4, para. a.](#); and
- c. Coordinate and consult with the Department of Energy under sections 1211, 1332, and 1608 of the Energy Policy Act (See Mandatory Reference, Pub. L. 102-486) concerning global technology transfer programs, pursuant to section [103.3.8.4, para. b.](#)

103.3.17.5 The Directors of the Office of Administrative Management Staff, the Office of Program Development and Strategic Planning, and the Office of Women in Development

Effective Date: 10/1/1995

The Directors within their respective areas of responsibility, are delegated such authorities as are reasonably necessary to the conduct of such offices and that appear in the Agency's Automated Directive System.

103.3.18 Office of Equal Opportunity Programs (EOP)

Effective Date: 06/17/1970

*The Director of EOP is delegated by the Administrator the following functions and responsibilities:

- *a. Under the general direction of the Administrator, the Director is responsible for the establishment and continuation of affirmative programs of equal opportunity in the Agency's employment, development, advancement, and treatment of its employees. In carrying out these responsibilities, the Director may designate or authorize the designation of such Equal Opportunity Officers as the Director may deem necessary.
- *b. Under the general direction of the Administrator, the Director is designated as the Agency's Contract Compliance Officer and is responsible for promoting and ensuring equal opportunity for all persons, without regard to race, color, religion, sex, or national origin, employed or seeking employment under USAID-financed contracts subject to Executive Order 11246, as amended, and the implementing regulations of the Secretary of Labor (41 CFR Part 60-1). In carrying out these duties, the Director may designate or authorize the designation of a Deputy Contract Compliance Officer and such Contract Compliance Specialists as the Director may deem necessary.

*c. The Director is delegated authority to perform the functions provided for in AID Regulation 9, 22 CFR Part 209, except the functions of presiding at hearings under Section 209.9(b) and making final decisions under Section 209.10.

103.3.19 Office of the General Counsel (GC)

Effective Date: 10/29/2002

a. The General Counsel is delegated by the Administrator authority to settle tort claims against the Agency arising in the United States and overseas.

b. The Deputy General Counsels are delegated by the General Counsel the authority in para. a. (preceding).

c. Pursuant to 5 CFR 2638.204, the Agency's Designated Agency Ethics Officer has designated Regional Legal Advisors as USAID Deputy Ethics Officers with all necessary authority to carry out their responsibilities and duties including reviewing and/or certifying financial disclosure reports; developing and implementing mandatory ethics training programs; and providing ethics advice to employees.

103.3. 20 Office of the Inspector General (IG)

Effective Date: 11/10/1999

The Inspector General (IG) is delegated by the Administrator authority to select, appoint, employ or assign Foreign Service employees directly involved in audit and investigation, subject to procedures agreed to by AA/M and the Inspector General.

103.3.21 Executive Officers

Effective Date: 11/10/1999

Executive Officers are delegated by AA/FA (predecessor to AA/M) authority to sign leases for real property and extensions to leases regardless of amount, subject to prior approval by AID/AS/OMS as set forth in [ADS 535](#). [Source: State 202678 (6/91)]

103.4 MANDATORY REFERENCES

103.4.1 External Mandatory References

- a. [USAID Acquisition Regulation \(AIDAR\)](#)
- b. [5 CFR 2635, Standards of Ethical Conduct for Employees of the Executive Branch](#)
- c. [22 CFR 208, Government-wide Debarment and Suspension \(Nonprocurement\) and Government-wide Requirements for Drug-free Workplace \(Grants\)](#)

- d. [22 CFR 211, Transfer of Food Commodities for Food Use in Disaster Relief, Economic Development and Other Assistance](#)
- e. [22 CFR 226, Administration of Assistance Awards to U.S. Non-Governmental Organizations](#)
- f. [Federal Acquisition Regulation \(FAR\)](#)
- g. [Foreign Assistance Act \(FAA\) of 1961 as amended](#) (Section 621(a) provides Authority for this ADS chapter)
- h. [Memorandum for the Administrator of the United States Agency for International Development](#)
- i. Pub. L. No. 102-486
- j. Pub. L. 480, The Food for Peace Program (codified at 7 U.S.C. 1691 et seq.)
- k. [5 U.S.C. 43, Performance Appraisal](#)
- l. [31 U.S.C., Money and Finance](#)

103.4.2 Internal Mandatory References

- a. [ADS 101, Agency Programs and Functions](#)
- b. [ADS 201, Managing for Results, Strategic Planning](#)
- c. [ADS 302, USAID Direct Contracting](#)
- d. [ADS 305, Host Country Contracts](#)
- e. [ADS 306, Interagency Agreements](#)
- f. [ADS 314, Eligibility of Delivery Services Procurement](#)
- g. [ADS 535, Real Property Management](#)
- h. [Geographic Code 935](#)
- i. [Global Health Delegations of Authority](#)
- j. [Senior Deputy Assistant Administrators](#)

103.5 ADDITIONAL HELP

a. **[Country Contracting](#)**

103.6 DEFINITIONS

Effective Date: 10/1/1995

The terms and definitions listed below have been incorporated into the ADS Glossary. See the **[ADS Glossary](#)** for all ADS terms and definitions.

Results Review and Resource Request (R4)

The document, which is reviewed internally and submitted to USAID/W by the operating unit on an annual basis. The R4 contains two components: the results review and the resource request. Judgment of progress will be based on a combination of data and analysis and will be used to inform budget decision making. (Chapters 103, 201, 202, 203, 204, 250)

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