

USGS DELEGATIONS OF FINANCIAL ADMINISTRATION AUTHORITY		
GENERAL FINANCIAL ADMINISTRATION AUTHORITY IS DELEGATED TO THE BUREAU DIRECTOR IN 220 DM 10.1	AUTHORITY DELEGATED TO ( <i>THESE AUTHORITIES MAY NOT BE REDELEGATED UNLESS SPECIFIED IN THE DELEGATION</i> ):	DOCUMENTATION REQUIRED/ REMARKS
<b>A. Certification of Reports under Supplemental Appropriation Act, 1955, as Amended:</b> Certify in connection with the submission of requests for proposed appropriations that any statement of obligations furnished consists of valid obligations.	Director	31 U.S.C. 1108, Preparation and Submission of Appropriation Requests to the President
<b>B. Certifying Officers:</b> Designate in writing and revoke the designation of Certifying Officers	Chief, Office of Financial Management (OFM)	A Certifying Officer is a designated employee responsible for certifying the accuracy and legality of a voucher for payment to disbursing officers (see SM 335.1.4B).  Treasury Order 101-12, dated December 19, 1955, delegates authority to the head of each bureau to authorize officers and employees to certify vouchers to disbursing officers.
<b>C. Funds Certification</b>	Headquarters Office of Fiscal Services (OFS) and Regional Branch of Fiscal Services (BFS) Chiefs and Team Leads; and Administrative Officers (AO) or their equivalents in the field and in national capabilities. This authority may be redelegated in writing.	Funds Certification includes the verification of available funding, appropriate fund citation, and Budget Fiscal Year (BFY), and their proper use. See SM 402.3.3B(3).  A copy of the redelegation must be maintained by the authorizing OFS, BFS, or AO/equivalent.  Bankcard holders and their approving officials are responsible for ensuring that funds are available prior to using the bankcard to effect purchases.

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<b>D. Collection Officers:</b> Designate in writing and revoke the designation of collection officers	Chief, OFM	A Collection Officer is a designated employee responsible for the collection of public funds and for depositing them in the U.S. Treasury on behalf of the agency in which they are employed (see SM 335.1.4D). Also see the Federal Claims Collection Act of 1966 and 31 U.S.C. 3711 (a) (1) Collection and Compromise.  Collection responsibilities include but are not limited to: 1) collecting FOIA fees; 2) issuing refunds; and 3) Acceptance of Miscellaneous Receipts.
<b>E. Collection of Erroneous Payments Made to Employees</b>		See 344 DM 8 and SM 338.3 Collection of Erroneous Payments to Employees. NBC Payroll handles payroll-related payments; OFM handles all others.
<b>E-1.</b> Determine whether an erroneous payment of Federal funds has been made to an employee	Chief, OFM NBC Payroll	
<b>E-2.</b> Determine whether the employee is indebted to the United States as a result of such payment	Chief, OFM NBC Payroll	
<b>E-3.</b> Establish a plan under which the indebtedness shall be recovered	Chief, OFM NBC Payroll	See 5 U.S.C. 5514, Installment Deduction for Indebtedness to the United States.
<b>E-4.</b> Review any objections of the employee involved to the determination of indebtedness or to the proposed plan of repayment	DOI Office of Hearing and Appeals.	

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<p><b>F. Waiver of Claims for Erroneous Payment to Employees</b></p> <p><b>F-1.</b> Waive, in whole or in part, claims for repayment amounts of \$1500 or less</p> <p><b>F-2.</b> Waive amounts exceeding \$1500</p> <p><b>F-3.</b> Review objections of employee to waiver denial</p>	<p>Deputy CFO</p> <p>DOI Office of Hearing and Appeals</p> <p>DOI Office of Hearing and Appeals.</p>	<p>See 344 DM 9 and SM 338.7, Waiver of Claims for Erroneous Payments of Pay</p> <p>Any claim that is the subject of an exception by the Comptroller General, or that has been transmitted to the Department of Treasury for collection or to the Solicitor for litigation, cannot be waived.</p>
<p><b>G. Suspension or Termination of Collection Activity</b></p>	<p>Department of Treasury</p>	<p>Pursuant to the provisions of the Debt Collection Improvement Act (DCIA) of 1996; and the regulations in 344 DM 5, Standards for Suspending or Terminating Collection Action. See SM 338.4, Collection of Debt; and 31 U.S.C. 3711 Collection and Compromise.</p>
<p><b>G-1.</b> Suspend or terminate collection action prior to the referral of such claims to the Department of Treasury or to the Department of Interior Solicitor for litigation (write off uncollectible debt)</p> <p><b>G-2.</b> Referral of delinquent debt to Treasury for collection</p> <p><b>G-3.</b> Recall of delinquent debt from Treasury</p> <p><b>G-4.</b> Referral to the Solicitor in cases of dispute</p>	<p>CFO (Cannot be redelegated per 205 DM 7.1)</p> <p>Chief, OFM</p> <p>Chief, OFM</p> <p>Deputy CFO</p>	<p>Limited to claims of the United States for money or property which do not exceed \$100,000, exclusive of interest.</p> <p>Debts over 180 days must be referred to Treasury pursuant to the DCIA.</p> <p>Debt should be recalled if collected by the USGS after referral to Treasury.</p>

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<b>H. Compromise or Settle Claims Against Accountable Officers for up to \$20,000</b>	Chief Financial Officer	Certain conditions apply. Such actions relieve these accountable officers for the accounts so compromised and settled. See the Federal Accounting Handbook.  Accountable Officers include all persons officially designated as responsible for the protection, custody, or use of public funds, including Collection Officers and Certifying Officers.
<b>I. Statistical Sampling:</b> Prescribe use of statistical sampling procedures in the post-payment examination of disbursement vouchers under \$25,000, all bankcard purchases, and travel vouchers between \$25 and \$2500.	Chief, Office of Financial Management	Limitations: Procedures must conform to the principles, standards, and related requirements of the Government Auditing Standards (Yellow Book). Cost-benefit analysis must demonstrate that economies will result by use of the monetary limit selected.  See GAO/AIMD-21.3.2, Streamlining the Payment Process While Maintaining Effective Internal Control
<b>J. Electronic Fund Transfer Waivers</b>	Chief, Office of Financial Management, with a Recommendation Letter from the servicing Headquarters or Regional Fiscal Services Chief/Team Lead	DCIA 1996 31 CFR 208.4 Waivers

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<p><b>K. Funds Control Policy</b></p> <p><b>K-1.</b> Determine Initial Distribution of Allocations of Appropriated Funding</p> <p><b>K-2.</b> Approve Project Funding Changes After Initial Allocation</p>	<p>Associate Directors, in consultation with Chief Scientists and program coordinators and with input from the regions.</p> <p><u>See Appendix B</u></p>	<p>See SM 327.1 – Funds Control. Upon receipt of appropriations from Treasury and the apportionment from the Office of Management and Budget, the Budget Office: 1) prepares the Distribution of Funds memorandum, which notifies by discipline how much funding there is; 2) enters the apportionment into FFS; and 3) enters the allotment into FFS. The Office of Fiscal Services (Headquarters) enters sub-allotments and changes to sub-allotments into FFS.</p>
<p><b>L. Approve Commitments, Obligations, Accruals, and Expenditures.</b></p>	<p>Headquarters OFS and Regional BFS Chiefs and Team Leads; and Administrative Officers or their equivalents in the field and in national capabilities. This authority may be redelegated in writing.</p>	<p>A copy of the delegation must be maintained by the authorizing OFS, BFS, or AO/equivalent. An approving official other than the individual entering the transaction must approve payments.</p>
<p><b>M. Deny Requests for Waivers/Reductions of Freedom of Information Act (FOIA) Fees</b></p>	<p>Headquarters and Regional FOIA representatives</p>	
<p><b>N. Administrative Determination to Deny, Compromise, or Pay Tort Claims in Full and to Decide Appeals</b></p>	<p>Servicing Solicitor’s Offices</p>	<p>An Office of Regional Services Chief may exercise this authority if redelegated to him or her by the servicing Solicitor’s Office. The servicing Solicitor’s Office determines limitations.</p>

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<p><b>O. Reprogramming and Changes in Program Direction</b></p> <p><b>O-1.</b> Request for Congressional Reprogramming of Funds</p> <p><b>O-2.</b> Change in Program Direction</p>	<p>Director</p> <p>Associate Directors (includes the GIO), Regional Directors, and the Chief, APS</p>	<p>SM 327.1.12, Funds Control, Reprogramming of Funds</p> <p>Funding change exceeds \$500,000 annually, or results in an increase or decrease of more than 10 percent annually in affected programs, or any significant departure from the program described in the agency's budget justification</p> <p>Funding change is equal to or less than \$500,000 annually, or results in an increase or decrease of 10 percent or less annually in affected programs, or any significant departure from the program described in the agency's budget justification.</p>
<p><b>P. Working Capital Fund (WCF) :</b></p> <p><b>P-1.</b> Approve the addition or deletion of any WCF components</p> <p><b>P-2.</b> Approve initial Investment Plans (IPs) and their revisions</p> <p><b>P-3.</b> Approve increase or decrease of current year contributions</p> <p><b>P-4.</b> Approve withdrawal of current fiscal year contributions for revised IPs</p>	<p>CFO</p> <p>One management level above the requesting official</p> <p>One management level above the requesting official</p> <p>One management level above the requesting official</p>	<p>See SM 335.6 Working Capital Fund, and SM 335-6-H Working Capital Fund Handbook.</p> <p>In coordination with the Budget Office.</p> <p>In coordination with the servicing Fiscal Services Team Leads (to monitor rate of contribution) and the Budget Office</p> <p>In coordination with the servicing Fiscal Services Team Leads and the Budget Office</p>

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<b>P-5.</b> Approve redirection of prior year contributions or un-obligated balances included in revised IPs	Office Chiefs reporting to the Director/Deputy Director; Associate Directors (including the GIO); Regional Directors; and the Chief, APS	In coordination with the servicing Fiscal Services Team Leads and the Budget Office
<b>P-6.</b> Approve 4 <sup>th</sup> quarter deposits in excess of 25 percent of the total deposits for the first 3 quarters of the fiscal year	CFO	In coordination with the servicing Fiscal Services Team Leads and the Budget Office