

## GSA DELEGATIONS OF AUTHORITY

SUBJECT: Delegations of Authority Manual

1. Purpose. This directive revises Chapter 2, Human Capital and Common Authorities and Chapter 7, Office of Human Resources Management of the GSA Delegations of Authority Manual.
2. Cancellation. Supersedes Chapter 2 dated March 17, 2022 and Chapter 7 dated June 5, 2016.
3. Nature of Revision. This Order revises Chapter 2, Human Capital and Common Authorities and Chapter 7, Office of Human Resources Management. GSA Order ADM 5450.39D CHGE 19 dated December 23, 2022 updated and clarified the authorities delegated to the Regional Administrators under Chapter 20. As a result of those changes, revisions are needed to update Chapter 2, Human Capital and Common Authorities. In addition, revisions are needed to Chapter 7, Office of Human Resources Management to incorporate the changes made in Chapter 2 in March 17, 2022.
  - a. Chapter 2, Human Capital and Common Authorities.
    - Creates Part 3 Delegation of Human Capital and Common Authorities from the Administrator to the Regional Administrators to delineate authorities granted to the Executives in the Office of the Administrator, Heads of Services and Staff Offices from those granted to Regional Administrators.
    - Updates all policy and other statutory references, and makes other revisions for accuracy and consistency with underlying authorities.
  - b. Chapter 7, Office of Human Resources Management.
    - Revises Part 1, Section 2.a with the following language: "All actions to fill attorney positions and any other positions in the 900 occupational series, at all levels...require the approval of the General Counsel."
    - Revises Part 1, Sections 7 and 8, to reflect updates made by ADM 5450.39D CHGE 17 dated March 17, 2022 to Chapter 2, Human Capital and Common Authorities. That order made changes to clarify the delegation of authority to Executives in the Office of the Administrator, Heads of Services and Staff

Offices, and the Regional Administrators to take adverse actions and actions based on unsatisfactory performance to include lesser disciplinary actions not solely adverse actions.

- Updated all policy and other statutory references, and makes other revisions for accuracy and consistency with underlying authorities

4. Delegation of Authority. I hereby delegate the authorities contained in Chapter 2 and Chapter 7 of the GSA Delegations of Authority Manual.

5. Implementing Actions.

a. The changes outlined in this Delegation become effective upon signature.

b. The Chief Administrative Services Officer may cancel this order, in consultation with the Chief Human Capital Officer, upon publication of a superseding directive that cancels it in accordance with OAS P 1832.1A.

c. The officials designated in this Order, in conjunction with other appropriate officials, shall take all necessary actions to implement this order. The GSA Delegations of Authority Manual will be updated at a later date.

6. Signature.

/S/\_\_\_\_\_  
ROBIN CARNAHAN  
Administrator

08/15/2023\_\_\_\_\_  
Date