

DEPARTMENT OF ENERGY  
DELEGATION ORDER NO. 0204-145  
TO THE DIRECTOR OF ADMINISTRATION AND MANAGEMENT<sup>1</sup>

1. **DELEGATION.** Pursuant to the authority vested in me as Secretary of Energy (Secretary) and section 642 of the Department of Energy Organization Act (Pub. L. 95-91) there is hereby delegated to the Director of Administration and Management the authority to:
  - a. Establish hours of duty and administrative work week for Department of Energy (DOE) Headquarters and for field organizations that do not have such authority.
  - b. Approve Federal labor-management agreements.
  - c. Approve personnel actions involving positions at the GS-15 level and below or equivalent levels.
  - d. Approve personnel actions relating to the appointment of experts and consultants pursuant to section 3109 of title 5 of the United States Code (Schedule A Authority) and senior level and scientific and professional positions pursuant to 5 CFR Part 319.
  - e. Approve actions relating to the establishment of confidential or policy determining positions (Schedule C Authority).
  - f. Serve as a permanent member of the Executive Personnel Board and provide an Executive Secretary for the Board.
  - g. Approve Headquarters organization changes at the third and fourth level (offices and divisions or equivalent) and approve field organization changes at the second level (Assistant Managers or equivalent). (This paragraph is rescinded by 0204-153.)
  - h. Issue rules and regulations as appropriate to carry out the authorities in this delegation, and sign all documents and take such other action as may be necessary and appropriate for the submission for publication to the Federal Register where the authority to sign such documents has not otherwise been delegated to other officers of the Department of Energy
  - I. Approve Departmental Directives.

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<sup>1</sup>Now Director, Office of Human Resources and Administration

- j. With the concurrence of the General Counsel, request from the General Services Administration (GSA) that the Secretary of Energy be authorized to intervene in proceedings relating to utility matters before any Federal or State regulatory agency or commission in order to represent the consumer interests of executive agencies of the Federal Government in such proceedings and to intervene in such proceedings pursuant to an authorization received from GSA, subject to the concurrence and with the assistance of the General Counsel.
- k. Act as Designated Senior Official (DSO) for the Department in carrying out the information resources management (IRM) functions assigned to the Department by the Paperwork Reduction Act (44 U.S.C. 3501, *et seq.*), and set forth in 41 CFR Chapter 201, the Federal Information Resources Management Regulation (FIRMR).
- l. Designate the DOE Freedom of Information Act and Privacy Act Officers.
- m. Take all necessary actions to acquire, by purchase, lease, or otherwise, real property and interests therein; take necessary additional actions following the initiation of condemnation proceedings and the execution of declarations of taking; and exercise all authority of the Secretary regarding the management and disposal of Departmental real estate. This authority does not extend to initiation of condemnation proceedings or execution of declarations of taking.
- n. The authority to establish rates of basic pay and premium pay for Dispatchers of the Western Area Power Administration in accordance with the provisions of Title III of Public Law 99-141 and Dispatchers of the Southeastern Power Administration in accordance with the provisions of Title I of Public Law 100-71.
- o. Provide executive direction and be ultimately responsible for the DOE Equal Employment Opportunity (EEO) complaint processing program, and issue final Departmental decisions for all EEO complaints filed within DOE, pursuant to 29 CFR Part 1614.
- p. Approve/disapprove requests for waivers from mandatory Federal Information Processing Standards (FIPS) in the acquisition and management of computers and related telecommunications systems pursuant to the November 14, 1988, memorandum from the Secretary of Commerce to Heads of Executive Departments and Agencies. This authority may not be redelegated.
- q. Approve/disapprove the consensual listening-in to or recording of radio/telephone conversations as required by the Federal Information Resources Management, 41 CFR 201-21.603.

- r. Waive 1-year-in-10 limitation on non-government training, as set forth in 5 CFR 410.506.
  - s. Approve developmental or training assignments external to DOE of one year or less.
2. RESCISSION. Secretarial Delegation of Authority 0204-98, as amended, is rescinded.
3. LIMITATION.
- a. In exercising the authority delegated by this order, or as redelegated pursuant thereto, the delegatee shall be governed by the rules and regulations of the Department of Energy and the policies and procedures prescribed by the Secretary and his or her delegates.
  - b. Nothing in this order shall preclude the Secretary from exercising any of the authority so delegated whenever in his or her judgement his or her exercise of such authority is necessary or appropriate to administer the functions vested in him or her.
4. AUTHORITY TO REDELEGATE. Except as provided in paragraph 1p, the authority hereby delegated to Director of Administration and Management may be delegated further, in whole or in part, as the Director of Administration and Management may determine to be appropriate.
5. DURATION AND EFFECTIVE DATE.
- a. All actions pursuant to any authority delegated prior to this order or pursuant to any authority delegated by this order taken prior to and in effect on the date of this order are hereby confirmed and ratified, and shall remain in full force and effect as if taken under this order, unless or until rescinded, amended, or superseded.
  - b. This order is effective January 7, 1993.

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/s/  
James D. Watkins  
Admiral, U.S. Navy (Retired)  
Secretary of Energy