

[RESCINDED]

DEPARTMENT OF ENERGY
DELEGATION ORDER NO. 0204-5
TO THE DIRECTOR OF ADMINISTRATION

Pursuant to the authority vested in me as Secretary of Energy (“Secretary”) and by Section 642 of the Department of Energy Organization Act (Pub. L. 95-91) (the “DOE Act”), there is hereby delegated to the Director of Administration the authority to:

1. Establish hours of duty and administrative work week for Department of Energy (“DOE”) headquarters and for field organizations that do not have such authority;
2. Approve Federal Labor-Management Agreements;
3. Approve personnel actions involving positions at the GS-15 level and below or equivalent levels;
4. 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);
5. Approve actions relating to the establishment of confidential or policy determining positions (Schedule C Authority);
6. Execute Memoranda of Understanding and Interagency Agreements with other government agencies relating to the provision or acquisition of support services by DOE;
7. Approve the execution by the Office of Procurement and Contracts Management of contracts for support services for DOE headquarters organizations;
8. Approve acquisitions of automatic data processing and telecommunications equipment;
9. Approve DOE organization matters as authorized;
10. Serve as DOE Freedom of Information Officer;
11. Serve as DOE Privacy Act Officer;
12. Take such other action as the Secretary or his authorized delegate(s) may, from time to time, direct or authorize.

The authority delegated to the Director of Administration may be further delegated, in whole or in part, as may be appropriate.

In exercising the authority delegated by this Order or as redelegated pursuant thereto, the delegate(s) shall be governed by the rules and regulations of DOE and the policies and procedures prescribed by the Secretary or his delegate(s).

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hereby confirmed and ratified, and shall remain in full force and effect as if taken under this Order, unless or until rescinded, amended or superseded.

This Order is effective October 1, 1977.

_____/s/_____
James R. Schlesinger
Secretary of Energy