



Functional Series 100
Agency Organization and Legal Affairs

INTERIM UPDATE 08-02

SUBJECT: Issuance of Revised ADS 103 (Delegations of Authority)

NEW MATERIAL: This notice announces the revision to ADS 103 (Delegations of Authority) which has been updated to bring it into conformity with the numerous Agency reforms that have taken place since the chapter was last updated in 2004.

EFFECTIVE DATE: 07/31/2008

ATTACHMENT: [ADS Chapter 103](#)

POLICY

USAID/General Notice
GC
08/14/2008

Subject: Issuance of Revised ADS 103 (Delegations of Authority)

The attached revision to ADS 103 (Delegations of Authority) has been updated to bring it into conformity with the numerous Agency reforms that have taken place since the chapter was last updated in 2004. These Agency reforms include the following:

- * The elimination of the Bureau for Program and Policy Coordination (PPC);
- * Finalizing the creation of the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA) to replace the Bureau for Humanitarian Response and redistributing some of DCHA's duties to other bureaus;
- * The creation of the Office of Development Partners (ODP);
- * The creation of the Office of the Chief Operating Officer (A/AID/COO);
- * The creation of the Bureau for Foreign Assistance (FA);
- * The establishment of the Office of the Director of Human Resources (HR/OD) as an independent office (no longer part of the Bureau for Management (M));

* The creation of the Office of the Chief Information Officer (M/CIO) within the M Bureau; and

* The division of the Asia and Near East (ANE) Bureau into the Asia Bureau (Asia) and the Middle East Bureau (ME).

Previously, many delegations flowed from the Administrator to the Assistant Administrator (AA) for PPC. The AA/PPC then redelegated certain authorities to the AAs, and the AAs further redelegated certain authorities to Mission and Office Directors. PPC now has been removed from that equation. This version also addresses changes in office names and bureau structures.

This revision brings the Agency's delegations into conformity with the numerous Agency reforms without causing any loss of function and formalizes delegations that certain entities already have or need to have to operate smoothly (e.g., new delegations to the Director of ODP and to the A/AID/COO).

This revised chapter conforms to ADS 101 (Agency Programs and Functions), which was published on October 17, 2007.

Summary of Changes:

Each Bureau/Independent Office was given the opportunity to provide input regarding delegations within their own offices and their recommended changes to such redelegations are included in the revision to ADS 103. This revised version contains many conforming amendments, editorial changes, and clarifications that do not require clearance or approval.

The following changes address specific delegations from the Administrator:

(a) New Delegations from the Administrator:

A/AID/COO, FA/COO and ODP. Under this revision, the A/AID/COO, FA/COO, and the D/ODP have been delegated all necessary authorities 'within their respective areas of responsibility,' with the exception being that A/A/COO and FA/COO are not being given strategic planning authorities.

A/AID/COO also has been delegated the authority to make determinations under Section 607 of the Foreign Assistance Act of 1961, as amended (FAA), to provide other U.S. Government agencies USAID's approval to furnish certain types of assistance to other countries. A/AID/COO also has been delegated the authority to make Section 627/628 determinations, which permits the detailing of USG officials to other foreign governments and to international organizations if such detailing furthers the purposes of the FAA.

In addition, the A/AID/COO has been delegated the following additional authorities when the Administrator specifically delegates such authorities in writing:

a. The authority to provide overall guidance regarding and oversight of Agency operations. This authority includes, but is not limited to:

- * Ordering and implementing Mission Management Assessments in coordination with the USAID Counselor; and

- * Issuing policy directives and required procedures within A/AID/COO's area of responsibility as delineated in ADS 101.

b. The authority to coordinate USAID policy, program, strategic planning and management functions across all Bureaus, Offices, and other USAID operating units to ensure policy, program, strategic planning, and operational coherence and efficiency. This authority includes, but is not limited to:

- * Establishing and determining membership of Agency Policy Coordination Committees, including the Deputy Assistant Administrators' Committee, and other Agency sub cabinet task forces and working groups; and

- * Communicating official Agency positions on issues to other U.S. government agencies.

Regional Mission Directors. This revision clarifies that Mission Directors or Office Directors having regional responsibilities over non-presence countries are USAID's primary officials for the purposes of implementing USAID activities in those non-presence countries.

(b) Transfers of Delegations:

AA/M. This revision formalizes the delegation to AA/M of all program evaluation authorities and all administrative budget planning authorities that previously were delegated to PPC.

HR/OD. This revision reflects that HR/OD's authorities, which previously had been delegated from AA/M, now are delegated directly by the Administrator.

PVC/ASHA. This new version formalizes the redistribution of the functions of the Office of Private Voluntary Cooperation/American Schools and Hospitals Abroad (PVC/ASHA), previously housed in the DCHA Bureau, to a new ASHA office within DCHA, to ODP, and to the Office of Acquisition and Assistance (M/OAA).

(c) New Delegations:

The delegations have been revised to permit non-U.S. Direct Hire (non-USDH) employees to supervise U.S. Direct Hire (USDH) employees for up to 60 days when both USDH and non-USDH are participating in temporary duty assignments.

In addition, a law enacted in May 2008 (P.L. 110-229) will cause primary federal responsibility for the provision of disaster assistance (relief and reconstruction) to the Federated States of Micronesia and the Republic of the Marshall Islands to transfer from the Department of Homeland Security Federal Emergency Management Agency (FEMA) to USAID on November 4, 2008.

Language added in ADS 103 will ensure that the two operational offices involved (DCHA/OFDA and the Regional Development Mission for Asia (RDMA)) have been delegated all necessary authorities and recognizes that most of the funding for these activities will be provided by the Department of the Interior and FEMA.

Point of Contact: Inquiries regarding this notice may be directed to Betty Chung, GC/LP, (202) 712-4791.

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