

Global Health Delegations of Authority Under ADS 103.3.16.1

| Paragraph | Programming Policy Function and ADS Cross-Reference | Delegation of Authority | Global Health (GH) Operational Responsibility | | | |
|-----------|---|--|--|--|-----------------|----------|
| | | | Office Director or Strategic Objective Team Leaders or Cognizant Technical Officers (CTOs) | Strategic Planning Budget & Operations | SDAA and/or DAA | AA |
| a. | “Alter Ego Authority” ADS 103.3.6 | The Senior Deputy Assistant Administrator (SDAA) & Deputy Assistant Administrator (DAA) have “Alter Ego” authority with the Assistant Administrator (AA/GH). The SDAA or DAA acting as an “Alter Ego” of the AA signs as Senior DAA or Deputy AA, not as Acting AA. Therefore, the name of the appropriate DAA should appear. The DAA also may act as the Alter Ego for the SDAA. | N/A | N/A | Alter Ego | N/A |
| b. | Approving Bureau Strategic Plan ADS 103.3.8.1 & ADS 201.3.10.1 | Reserved for AA/GH, SDAA/GH, or DAA/GH. | SO team leaders input & clear Office Directors input | Initiates and coordinates process | Both clear | Approves |
| c. | Amending or Extending Bureau Strategic Plan (SP) (management agreement) & significant changes to Strategic Objectives (SO) ADS 103.3.8 & ADS 201.3.11.1, .2, .3, .4 & .5 | Reserved for AA/GH, SDAA/GH, or DAA/GH. | SO team leaders input & clear Office Directors input | Initiates and coordinates process | Both clear | Approves |

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| d. | Approving Activities Activity Approval Documents (AADs) and AAD Amendments | Reserved for the AA/GH. The SDAA/GH and DAA/GH are delegated by AA/GH authority to approve AAD Amendments unless determined to be a substantive policy change for AA's approval. <i>NOTE: Substantive changes include, for example, a) policy changes, b) substantive increases in funding, and c) changes in personnel policies.</i> | CTO initiates & prepares Office Director signs memo For cross-Bureau activities, Office Directors co-sign unless otherwise stated | Clears on new AADs and AAD amendments | Clears on new AADs (both clear if cross-Bureau activity) Approves AAD amendments | Approves new AADs Informed of substantive changes on amendments - Or - Approves if determined by AA to be substantive policy changes |
| e. | ADS 103.3.8.1 | | | | | |
| f. | Approving Interagency 632(a) and (b) Agreements (IAAs) | The AA is delegated authority by the Administrator to sign IAA 632 (a) and (b) agreements as specified in ADS 103. | CTO initiates & prepares document Office Director reviews package & signs memo | Clears | Approves (if cross-Bureau, one clears, one approves) | Informed of substantive policy changes - Or - Approves if determined by AA to be substantive policy changes |
| g. | ADS 103.3.8.2 & 103.3.8.10 | The SDAA and DAA are delegated by AA/GH authority to sign IAAs. The name of the individual approving the IAA must appear on the document. | | | | |

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| h. | Public International Organization (PIO) Grants ADS 103.3.8.2 | The AA has been delegated authority from the Administrator to sign grants to PIOs for programs within his/her area of responsibility. | CTO initiates & prepares document | Clears | Approves (if cross-Bureau, one clears, one approves) | Informed of substantive policy changes - Or - |
| i. | | The SDAA and DAA are delegated by AA/GH authority to sign PIOs. The name of the individual approving the PIO must appear on the document. | Office Director reviews package & signs memo | | | Approves if determined by AA to be substantive policy changes |
| j. | Establishing SO Teams ADS 202.3.3 (see <i>NOTE</i> in third column) | Office Directors have authority to establish SO Teams and appoint SO Team Leaders. <i>NOTE: ADS 202.3.3 states: "The head of each operating unit is strongly encouraged to establish an SO team to plan and manage activities to achieve each approved SO."</i> | Office Director establishes team | Supports | N/A | N/A |

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| k. | Portfolio Reviews ADS 203.3.7.1 | Office Directors and SO Teams are responsible for planning and carrying out Portfolio Reviews. Office Directors are responsible for informing the AA of major issues resulting from portfolio reviews. Cross-reference (ADS 203.3.7.1) indicates that operating units are required to conduct at least one portfolio review annually. | CTO & Program Staff prepare Office Director informs AA | Monitors | Supports | Supports |
| l. | Activity Closeouts (end of award) ADS 202.3.10.1 | The CTO has responsibility for the orderly closeout of all activities under Strategic Objectives. | CTO initiates & supports the Office of Procurement (OP) in closeout | Guidance | N/A | N/A |

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| m. | Source, origin & nationality waivers | GH Office Directors have been delegated authority by the AA/GH to waive source, origin and nationality requirements for the procurement of goods and services. | CTO prepares Office Director signs | Receives Copy | N/A | N/A |
| n. | Salary waivers ADS E302.5.3 | <u>Over 10% increase:</u> AA/GH has authority to concur with contractor salaries exceeding the ES-6 level for increases above 10%. | CTO prepares Office Director clears | Clears | Clears | Signs |
| o. | | <u>Up to 10% increase:</u> GH Office Directors have been delegated authority by the AA/GH to concur with contractor salaries exceeding the ES-6 level below a 10% increase. | CTO prepares Office Director signs | Receives copy | N/A | N/A |
| p. | Cost sharing determination | GH Office Directors have been delegated responsibility to make determinations regarding cost sharing waivers. The Office Director determines whether the recipient must make a financial contribution, and the amount of the contribution, if any. | CTO prepares Office Director signs | Receives copy | N/A | N/A |

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| q. | Non-competitive ASSISTANCE (Grants & Cooperative Agreements) waivers - new & amendments ADS 303.3.5.5 | <u>Over \$20 million:</u> Two-memo process. The Administrator or Deputy Administrator is required to approve waivers for non-competitive grants and cooperative agreements . <i>NOTE: The approval of the AA/GH is required as well as the Procurement Executive and the General Counsel (GC). The Procurement Executive and GC sign on the THROUGH line of the memo to the Administrator.</i> | CTO prepares & signs internal memo Office Director signs on THROUGH line of internal memo | Clears internal memo | Clears both memos | Approves internal memo & signs memo to A/AID (on FROM line) |
| r. | | <u>Over \$10 and up to \$20 million:</u> The AA/GH is required to approve all waivers for non-competitive grants and cooperative agreements . <i>NOTE: (SDAA/DAA may approve if they are Acting for AA). The approval of the Procurement Executive and the General Counsel is also required. The Procurement Executive and General Counsel clear the memo.</i> | CTO prepares & signs memo Office Director clears memo | Clears | Clears | Approves memo |
| s. | | <u>Up to \$10 million:</u> The SDAA/GH approves waivers for non-competitive grants and cooperative agreements . <i>NOTE: A GC lawyer's clearance is required.</i> | CTO prepares & signs memo Office Director clears memo | Clears | Signs memo | Informed of action |
| t. | | <u>No-cost extensions:</u> Office Directors approve all waivers for no-cost extensions for cooperative agreements and grants . | CTO prepares & signs memo Office Director signs on THROUGH line | Receives copy | N/A | N/A |

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| u. | Non-competitive ACQUISITION (Contracts) waivers - new & amendments AIDAR 706.302.70 | <u>Over \$10 million:</u> The AA/GH approves waivers for non-competitive contracts | CTO prepares & signs memo Office Director clears memo (see NOTE in third column) | Clears | Clears | Signs on THROUGH line |
| v. | | <u>Up to \$10 million:</u> The SDAA/GH approves waivers for non-competitive contracts. <i>NOTE:</i> <i>AA/GH, SDAA/GH, and Office Directors' responsibility varies depending on the exception used. (See AIDAR 706.302.70)</i> | CTO prepares & signs memo Office Director signs or clears memo (See NOTE in third column) | Clears | Clears or signs on THROUGH line (See NOTE in third column) | Approves memo or N/A (See NOTE in third column) |
| <p><i>NOTE: On non-competitive waivers that are approved by the SDAA/GH, the AA/GH must be informed of the action by the technical office.</i></p> | | | | | | |

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