

United States Postal Service

§ 222.2

Area name	Location
Western	Denver CO.

(c) *Area functions.* Functional units and reporting units are as follows:

(1) *Functional units.* Each area is divided into functional units responsible for finance, human resources, marketing, and operations support.

(2) *Reporting units.* Areas are responsible for:

- (i) Customer service districts (CSDs).
- (ii) Post offices (POs).
- (iii) Vehicle maintenance facilities (VMFs).
- (iv) Processing and distribution centers (P&DCs).
- (v) Processing and distribution facilities (P&DFs).
- (vi) Air mail centers (AMCs).
- (vii) Air mail facilities (AMFs).
- (viii) Bulk mail centers (BMCs).
- (ix) Bulk mail facilities (BMFs).
- (x) Remote encoding centers (RECs).

(d) *Customer Service District Offices.* Functional units and reporting relationships are as follows:

(1) *Functional units.* The 80 district offices coordinate the day-to-day management of post offices and customer service activities other than processing and distribution within a geographical area. EAS-26 and above postmasters report to their district manager. Each district office is organized into functional units responsible for post office operations, operations programs support, customer service support, finance, human resources, information technology, administrative support, and marketing.

(2) *Reporting relationships.* Independent delivery distribution centers and post offices level EAS-24 and below report to the functional unit responsible for post office operations.

(e) *Support—(1) General.* Headquarters field units and service centers provide support for area offices.

(2) *Headquarters field units.* As assigned, Headquarters field units are responsible for legal services, corporate relations, human resources, facility services, finance, information technology, and supply management.

§ 221.7 Postal Service emblem.

The Postal Service emblem, which is identical with the seal, is registered as

a trademark and service mark by the U.S. Patent Office. Except for the emblem on official stationery, the emblem must bear one of the following notations: “Reg. U.S. Pat. Off.,” “Registered in U.S. Patent Office”, or the letter R enclosed within a circle.

PART 222—DELEGATIONS OF AUTHORITY

Sec.

222.1 Authority to administer postal affairs.

222.2 Authority to administer oaths or function as notaries public.

222.3 Other delegation.

AUTHORITY: 39 U.S.C. 201, 202, 203, 204, 207, 401(2), 402, 403, 404, 409, 1001, 1011; Inspector General Act of 1978 (Pub. L. 95-452), 5 U.S.C. App. 3.

SOURCE: 69 FR 53000, Aug. 31, 2004, unless otherwise noted.

§ 222.1 Authority to administer postal affairs.

(a) *The Postmaster General.* The postmaster general has been authorized by the Board of Governors to exercise the powers of the Postal Service to the full extent that such exercise is lawful. The postmaster general is empowered to authorize any employee or agent of the Service to exercise any function vested in the Postal Service, in the postmaster general, or in any other Postal Service employee.

(b) *Corporate officers.* Corporate officers are authorized to exercise the powers and functions of the Postal Service under the Postal Reorganization Act with respect to matters within their areas of responsibility, except as limited by law or by the specific terms of their assignment.

(c) *General counsel.* The general counsel is authorized to settle federal tort claims under section 2672 of title 28, United States Code, up to \$100,000.

§ 222.2 Authority to administer oaths or function as notaries public.

(a) Authority to approve personnel actions and administer oaths of office for employment. The postmaster general, corporate officers, and their delegates are authorized to effect appointments, administer oaths of office for employment, and take other personnel actions.

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(b) Authority to administer oaths other than for employment. The following are authorized to administer oaths concerning matters other than employment:

(1) Postal inspectors, with regard to any matter coming before them in the performance of their official duties;

(2) Any member of a board who is assigned to conduct hearings or investigations in which sworn testimony, affidavits, or depositions are required, and each officer or employee assigned to conduct such hearings or investigations;

(3) Postmasters, where required in the performance of their official duties.

(c) Authority to function as notaries public. (1) Postmasters in Alaska have the authority to administer oaths and affirmations, take acknowledgments and make and execute certificates thereof, and perform all other functions of a notary public within Alaska when a certification is necessary to meet any Act of Congress or the Legislature of Alaska. No fees may be charged for notarial services.

(2) An officer or employee who is a notary public shall not charge or receive compensation for notarial services for another officer or employee regarding Government business; nor for notarial services for any person during the hours of the notary's services to the Government, including the lunch period.

§ 222.3 Other delegation.

(a) *Documentation*. All delegations of authority must be officially documented.

(b) *Position title*. Delegations of authority must ordinarily be made by position title rather than by name of the individual involved. An officer or executive acting for a principal has the principal's full authority.

(c) *Level*. When authority is delegated to an officer, the officers above that officer shall have the same authority. Delegated authority does not extend to aides unless an aide is acting for the supervisor (*see* paragraph (b) of this section) or is specifically authorized by the superior to exercise such authority.

(d) *Agreement with law*. A delegation must agree with the law and regulations under which it is made and con-

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tain such specific limiting conditions as may be appropriate.

(e) *Further delegation*. Authority may be further delegated unless prohibited by law, a regulation that expressly prohibits further delegation, or terms of the delegation.

PART 223—RELATIONSHIPS AND COMMUNICATION CHANNELS

Sec.

223.1 Headquarters and areas.

223.2 Channels of communication, headquarters with area offices.

AUTHORITY: 39 U.S.C. 201, 202, 203, 204, 207, 401(2), 402, 403, 404.

SOURCE: 69 FR 53000, Aug. 31, 2004, unless otherwise noted.

§ 223.1 Headquarters and areas.

Headquarters provides policy guidance, procedures, and interpretation to area officials.

§ 223.2 Channels of communication, headquarters with area offices.

(a) *General*. Headquarters organizational units formulate the directives to provide guidance to area officials.

(b) *Policies*. Policies are issued over the signatures of the vice presidents of the functional organizations (unless the postmaster general or deputy postmaster general issues these directives personally). Whether published on paper or online, such policies must be coordinated with other appropriate organizations before issuance, and reviewed, published, and managed by Public Affairs and Communications. If within the authority of the issuer, these policies have the same effect as though sent by the postmaster general or deputy postmaster general.

(c) *Procedures*. Regulations, instructions, and implementation guidelines are issued over the signatures of vice presidents of functional organizations or their accountable functional unit managers and used to implement programs and business activities. Whether published on paper or online, such procedures must be coordinated with other appropriate organizations before issuance and reviewed, published, and managed by Public Affairs and Communications.