

**DELEGATION OF AUTHORITY TO THE  
DIRECTOR, FINANCIAL MANAGEMENT DIVISION**

**1. PURPOSE**

This Directive delegates certain authorities to the Director, Financial Management Division (FMD).

**2. REPLACEMENT HIGHLIGHTS**

- a. This Directive replaces APHIS Directive 1030.1, dated 9/23/05.
- b. The Delegation of Authority in Section 4.a. (4) and (5) is being changed to be consistent with the current policy that the Department of Treasury has in place regarding referral for cross servicing. This also will eliminate the need for multiple signatures on debts which have little material value to the Agency as a whole.

**3. DELEGATION OF AUTHORITY**

The Director or Acting Director, FMD, is delegated authority to:

- a. Sign Agency Advice of Allocation of Funds Letters.
- b. Limit allotments of funds to the Administrator and allocations of funds from the Administrator to the Deputy Administrators/Directors. The allotments and allocations are limited to amounts that are actually apportioned and are available in accordance with 31 U.S.C. 1301 and 31 U.S.C. 1341.
- c. Approve transfers of funds to other Government agencies using SF-1151, Nonexpenditure Transfer Authorization.
- d. Recommend to the Department of the Treasury names of employees to be designated as cashier and alternate cashier for the handling of imprest funds.
- e. Approve an extension of time limitation for the settlement date of residence transactions in connection with transfers of official duty station. The limitations on extensions are prescribed in Chapter 302, Federal Travel Regulations.
- f. Suspend, terminate, write-off, or compromise active collections of claims for money or property arising out of the activities of the Agency that do not exceed \$100,000, exclusive of interest.

- g. Write-off any debt that results in reporting the receivable as having no value on the APHIS financial and management reports.
- h. Negotiate and approve indirect cost rates for recipients of Domestic Federal Assistance Programs where APHIS is the cognizant Agency in accordance with designations made by the United States Department of Agriculture, Office of Finance and Management.
- i. Waive travel, transportation, and relocation-related overpayments that do not exceed \$100,000, exclusive of interest.
- j. Adjudicate tort claims not to exceed \$2,500.

#### **4. REDELEGATION**

- a. The Branch Chief or Acting Branch Chief, Minneapolis Financial Operations Branch, Minneapolis, MN, is delegated authority to:
  - (1) Recommend to the Department of the Treasury names of employees to be designated as cashier and alternate cashier for the handling of imprest funds.
  - (2) Suspend, terminate, write-off, or compromise active collections of claims for money or property arising out of the activities of the Agency that do not exceed \$20,000, exclusive of interest.
  - (3) Write-off debts up to \$100,000 that result in reporting the receivables as having no value on the APHIS financial and management reports.
  - (4) Redelegate authority to write-off debts that do not exceed \$25 for debtors that the Agency does have a valid taxpayer identification number.
  - (5) Redelegate authority to write-off debts that do not exceed \$100 for debtors that the Agency does not have a valid taxpayer identification number.
- b. The Branch Chief is delegated authority to appoint certifying officers, and to amend or revoke such appointments. This authority is specific by name and may not be redelegated.

## 5. INQUIRIES

- a. Direct delegation of authority inquires to MRPBS, FMD, Debt Management Team (DMT) at 612-336-3271.
- b. This Directive can be accessed on the Internet at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library).

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