

# CIRCULAR

DATE: October 17, 2018

## DELEGATIONS OF AUTHORITY

REVIEW DATE: October 17, 2023

### 1.0 PURPOSE

This circular establishes policy and procedures for reporting relationships and supervision of officials, Offices and other Bureau of Engraving and Printing (BEP/Bureau) components, and delegation of certain authority within BEP.

### 2.0 SCOPE

This circular applies to all Deputy Directors, Associate Directors, Offices, Divisions, Branches, Sections and Staff components of BEP.

### 3.0 POLICY

Delegations of authority should be limited in scope, number and time frame to those that are necessary to achieve efficiency while maintaining accountability. Delegations of authority are appropriate where the delegation will enhance the effectiveness and efficiency of the operation without risking the integrity of the internal control necessary for accountability. No delegation shall be made of all, or substantially all, of the powers held by any persons making a delegation, or where checks and balances would be minimized.

### 4.0 AUTHORITIES

Treasury Directive [101-05](#), "Treasury Order," dated December 17, 2015.

### 5.0 SUPERSESSION

This circular supersedes Circular No.10-02.3A, "Delegations of Authority," dated July 20, 2000. This circular also supersedes the BEP Organizational Manual (No. 10-01), dated January 10, 2011, to the extent that the Organizational Manual conflicts with the provisions of this circular or any delegation of authority issued under this circular.

### 6.0 RESPONSIBILITIES

#### 6.1 DIRECTOR

All authority to act within the Bureau is derived from the Director, who may alter, eliminate, or otherwise change the delegation, as necessary.

#### 6.2 DEPUTY DIRECTORS (CHIEF OPERATING OFFICER AND CHIEF ADMINISTRATIVE OFFICER)

6.2.1 Each Deputy Director shall report directly to the Director and is authorized, in their own capacity and that official's own title, to perform any functions the Director is authorized to perform and shall be responsible for referring to

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- the Director any matter on which an action would appropriately be taken by the Director.
- 6.2.2 Deputy Directors shall carry out the duties and powers of the Director when the Director is absent or unable to serve, or when the Office of the Director is vacant.
  - 6.2.3 Each Deputy Director has all of the authorities delegated by the Director, and exercises the retained authorities of the Director when serving as Acting Director.
  - 6.2.4 Deputy Director, Chief Operating Officer (COO): The Deputy Director (COO) has oversight of BEP manufacturing business formulating strategies and makes strategic decisions regarding manufacturing, currency design operations, and the design and construction of the new Washington, DC area facility.
    - 6.2.4.1 The Deputy Director (COO) has overall responsibility for the Associate Director (Product Design and Development), the Associate Director (Manufacturing), and the Manager, Facility Program Management Office, with employees located at both the Washington, DC Facility (DCF) and Fort Worth, Texas Facility (WCF).
  - 6.2.5 Deputy Director, Chief Administrative Officer (CAO): The Deputy Director (CAO) provides daily administration of BEP business, formulates strategies, and makes day-to-day decisions regarding BEP operations.
    - 6.2.5.1 The Deputy Director (CAO) has overall responsibility for Associate Director (Management), Associate Director (Chief Financial Officer), Associate Director (Chief Information Officer), and the Chief, Office of Equal Opportunity and Diversity Management. The Deputy Director (CAO) also has oversight over the Office of Strategic and Project Management and has employees located at both the DCF and WCF.

### 6.3 ASSOCIATE DIRECTORS

Associate Directors exercise complete authority in their functional areas to accomplish Bureau objectives. Subordinates' authority to act can be traced directly to the Associate Director. Any authority to act that can be traced directly to an Office, Division, Branch, Section, or Unit also resides with the Associate Director under which the component is organizationally aligned, unless that authority is delegated by the Associate Director to a specific person or position.

### 6.4 DELEGATORS

It is the responsibility of the Delegator to maintain proper control and management of their area and remain accountable for all actions taken by the Delegatee. Each Deputy Director and Associate Director is responsible for managing and monitoring their Offices' delegations of authority. This includes maintaining official files of all delegations of authority and conducting annual reviews of all delegations to ensure they are revised as necessary. Each Associate Director will document changes to

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delegations on BEP Form 9280, which is located on In\$ite. This form will be submitted to the Office of Human Resources for placement on a central repository accessible to all BEP employees.

Delegates may not approve actions for themselves or their relatives or approve actions that directly benefit themselves or their relatives or, in any way, create a conflict of interest with their responsibilities to the BEP. Such actions must be approved by another authorized person, usually the person of next higher authority.

Persons who improperly delegate or misuse delegated authority shall be subject to administrative or corrective action, which may include removal of signature authority, disciplinary action or termination of employment.

## 7.0 EFFECTIVE DATE

A delegation of authority shall become effective on the date the delegation is fully executed. Delegations shall continue until revoked or modified (e.g., the delegatee leaves the position or has their duties and responsibilities changed to broaden or lessen the areas of delegation). The Associate Directors are responsible for maintaining active and up-to-date delegations of authority and shall review all delegations annually to assure that the delegations on file with their Directorate are current. A delegation of authority must be fully executed before any documents covered by the delegation are signed by the delegatee.

## 8.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of Human Resources

**<electronically approved>**  
Leonard R. Olijar  
Director