



UNITED STATES
 DEPARTMENT OF THE INTERIOR
 OFFICE OF TERRITORIES
 RECORDS SECTION

(Part 1)

TERRITORIES

ORGANIZATION & MANAGEMENT 4-2

ESTABLISHMENT, ETC.

FUNCTIONS - DELEGATIONS

DELEGATIONS OF AUTHORITY

SECRETARIAL

IMPORTANT

This file constitutes a part of the official records of the Office of Territories and should not be separated or removed without express authority of the Director.

All files should be returned promptly to the Records Section.

Officials and employees will be held responsible for failure to observe these rules, which are necessary to insure the integrity of official records.

ANTHONY T. LAUST
 Director

See also:
 TERRITORIES
 PERSONNEL 1-1
 DELEGATIONS OF
 AUTHORITY

July 27, 1951
 to
 Apr. 1, 1953

IMPORTANT
RETAIN IN RECORD SECTION
DO NOT SEND TO STOREROOM

ec-1
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4958

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UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF TERRITORIES
Washington 25, D. C.

FILE COPY
Surname:

Air Mail

Memorandum

To: The Governor of Alaska
The Governor of Hawaii
The Governor of the Virgin Islands
The Governor of Guam
The Governor of American Samoa
The High Commissioner, Trust Territory
of the Pacific Islands

From: The Director

Subject: Codification of Delegations

The attached codification of Delegations of Authority for the Office of Territories is forwarded to you for your information. The document has been prepared pursuant to Chapter I, section 2 of the Handbook of Secretarial Delegations of Authority, sent to you with my memorandum of February 27. You will note that the codification of delegations incorporates various provisions of Chapters 2 and 14 of the Handbook by reference. Like the Handbook, this codification of delegations does not supersede the orders therein codified, nor does it purport to be the official source of authority. It represents a systematic compilation of existing delegations of authority in one document.

After review has been made of this material to assure its accuracy and completeness, it is intended that the document will be given official status as the authoritative source document for all delegations of authority for the Office of Territories. At that time existing delegations of authority will be revoked.

We would appreciate your comments and any recommendations you may have for changes or additions.

(Sgd.) James P. Davis

James P. Davis
Director

Attachment

BURCHARD: VANCLEVE: sp;bh
4/23/53

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OFFICE OF TERRITORIES
REDELEGATIONS OF AUTHORITY

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March 1, 1953

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OFFICE OF TERRITORIES
REDELEGATIONS OF AUTHORITY

22. CHAPTER 14A - OFFICE OF TERRITORIES 22.

Sec. 22 COMMISSIONER OF ROADS FOR ALASKA, ALASKA ROAD COMMISSION

22.1 Appointments and status changes. The Commissioner of Roads for Alaska may act finally with respect to appointments and status changes affecting positions in grades up to and including GS-11, CPC grades and ungraded positions, subject to the provisions of Par. 5.1al, Chapter 2.

22.2 Travel. The Commissioner of Roads for Alaska may exercise the authority set forth in Par. 10.2a, Chapter 2.

22.3 Acquisition of excess personal property. The Commissioner of Roads for Alaska may exercise the authority set forth in Chapter 2, Par. 6.1al.

22.4 Disposal of surplus personal property. The Commissioner of Roads for Alaska may exercise the authority set forth in Chapter 2, Par. 6.3cl.

22.5 Disposal of excess real property. The Commissioner of Roads for Alaska may exercise the authority set forth in Chapter 2, Par. 6.3bl, subject to the provisions of Pars. 6.3b2, 3, and 5.

22.6 Allowances for quarters, subsistence and services. The Commissioner of Roads for Alaska may exercise the authority to fix rates for all quarters, subsistence and services as set forth in Chapter 2, Par. 6.2al.

22.7 Incentive Awards. The Commissioner of Roads for Alaska may exercise the authority indicated in Pars. 4.1b4 (a), (b), and (d), Chapter 2.

Sec. 22A CHIEF ENGINEER, ALASKA ROAD COMMISSION

22A.1 Appointments and status changes. The Chief Engineer, Alaska Road Commission, may exercise the authority set forth in Par. 22.1 of this Chapter.

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OFFICE OF TERRITORIES
REDELEGATIONS OF AUTHORITY

22B

CHAPTER 14A - OFFICE OF TERRITORIES

22B

Sec. 22B CHIEF, ADMINISTRATIVE DIVISION, ALASKA ROAD COMMISSION

22B.1 Appointments and status changes. The Chief, Administrative Division, Alaska Road Commission, may exercise the authority set forth in Par. 22.1 of this Chapter.

Sec. 22B1 ASSISTANT CHIEF, ADMINISTRATIVE DIVISION, ALASKA
ROAD COMMISSION

22B1.1 Appointments and status changes. The Assistant Chief, Administrative Division, Alaska Road Commission, may exercise the authority set forth in Par. 22.1 of this Chapter.

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UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF TERRITORIES

FILE COPY
Surname:

Wheeler
James P. Davis

JUL 27 1951

Memorandum

To: The Administrative Assistant Secretary
From: The Director
Subject: Delegation of Authority

In accordance with the request contained in your memorandum dated June 18, there are attached five copies each of Form DA-1 and DA-2 listing existing program and administrative delegations to the Office of Territories and to subordinate agencies under its supervision.

The data contained in these forms illustrates the discrepancy between existing programmatic and administrative responsibilities vested in the Office of Territories by Order No. 2577, with respect to The Alaska Railroad and the Alaska Road Commission, and the existence of prior direct delegations of authority from the Secretary to the General Manager of The Alaska Railroad and the Commissioner of Roads for Alaska. I refer in this connection specifically to Order Nos. 2516, 2448, and 2509. This Office is in the process of preparing a proposed delegation of authority which would consolidate and revise existing delegations of authority affecting the Office of Territories and its subordinate agencies, and which would correct existing inconsistencies. This proposed delegation of authority is being prepared along the lines suggested by Assistant Secretary Doty in his memorandum dated June 21. It is intended that any specific delegations of authority made to the Office of Territories under the proposed order would in turn be redelegated to the field to the maximum extent consistent with sound operating and administrative principles. With respect to the Alaska and Virgin Islands Public Works programs, administrative redelegations have already been made to the field offices in a predominantly informal manner. An evaluation of the current operations of the public works programs and of the field organizations and personnel is in process to determine the extent to which the programs will be strengthened and facilitated by further redelegations.

(Sgd.) Dan H. Wheeler
James P. Davis
For: Director

Attachments

BenEzra/gb
7/27/51

Organ. P mgt 4-2

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UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF TERRITORIES

FILE COPY
Surname:

<i>Nucker</i>

Memorandum

To: Mr. D. H. Nucker, Executive Officer
Mr. M. S. Burchard, Administrative Officer
Mr. Leon Ben Ezra, General Attorney
Mrs. Juanita Vidi, Personnel Officer

From: The Director

Subject: Delegation of Authority

You are appointed to act as a member of a committee composed of Messrs. Nucker, Burchard, Ben Ezra and Mrs. Vidi to review the existing delegations of authority now affecting the operation of the Office of Territories and its various activities and to make recommendations concerning any changes which should be made in these delegations.

The recommendations should "insure that sufficient authority has been delegated to permit effective operation at field level." Also there should be a direct flow of authority to make certain that there is no overlapping nor haziness as to the intent of the delegation.

The change in status which occurred when the Division of Territories and Island Possessions became the Office of Territories should be given complete consideration in arriving at recommendations. The responsibilities vested in the Office of Territories should be made possible of accomplishment by delegation orders which are consonant with those responsibilities. The relationships between the Director's office and the administrative heads of the various field activities should be clearly established with true consideration for the need of decentralizing authority as much as possible consistent with good administration.

There is attached copy of a memorandum dated June 18, 1951, and attachments, from Administrative Assistant Secretary Northrop concerning the subject of delegation of authority. This memorandum requires that a report on existing program delegations be prepared and submitted to the Division of Management Research not later than July 25, 1951. In addition to preparing this report, the committee is requested to prepare a proposed draft of the desired delegation of authority for the Office of Territories to be submitted to the Secretary for approval.

DHN/gb
6/29/51
Attachments

James P. Davis
Director

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UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

RECEIVED
JUN 25 1951

TERRITORIES

JUNE 18 1951

Memorandum

To: Heads of Bureaus and Offices
From: Administrative Assistant Secretary
Subject: Delegation of Authority

On May 10, 1951, there was transmitted to you a copy of the President's letter of April 24, 1951 addressed to the heads of executive departments and agencies concerning the above subject. The President emphasized the relation between the National security and administrative effectiveness in Federal Government, and stated that successful field management will not be achieved if field officials are hampered by inadequate delegation of authority from their central headquarters. Therefore, the President asked that heads of departments and agencies review their programs and objectives "to insure that sufficient authority has been delegated to permit effective operation at the field level."

My letter of transmittal expressed the desire of the Department that bureau and office heads give personal attention to this matter, and referred to further instructions to be issued concerning a report on delegations of authority. Attached you will find these instructions, which consist of Bureau of the Budget Bulletin No. 51-18, dated June 4, 1951, and "Instructions for Report on Delegations of Authority for Interior Bureaus and Offices."

Extensive delegation of authority is not new to the Department. The Secretary has repeatedly enunciated the policy of decentralization and delegation of authority to field officers. Nevertheless, there is much room for additional delegation, particularly with respect to program activities and to redelegations to local operating officials. As will be noted in the accompanying instructions, we strongly urge additional program delegations. In order to do this in a satisfactory manner it will be necessary to examine substantive programs in a comprehensive way, and to develop a prospectus for accomplishing the desired result on a long-range basis.

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Particular emphasis needs to be given to two matters not specifically mentioned in the communications from the President, the Bureau of the Budget, and this office. Delegation of authority to take final action by the Secretary to a bureau director, or from a bureau director to a subordinate official, presupposes first, that there are policies or standards under which such delegated authority will be exercised; and second, that there is adequate machinery for supervision, through inspection, to determine that the authority delegated is being exercised in accordance with these policies or standards. Otherwise the quality of administration of the matter delegated will vary for no good reason from place to place depending on the varying aptitudes, interests, and interpretations made on the matter by the several officials exercising delegated authority. Therefore, it is important that heads of bureaus and offices satisfy themselves that there are clear and sufficient policies and standards governing the exercise of delegated authority, and that there is adequate review to assure that the authority is being properly exercised. On its part the Department will undertake the same review with respect to authority which has been delegated by the Secretary.

In order to facilitate compilation and analysis of the report desired there are also transmitted copies of blank forms for listing existing delegations of authority in accordance with the instructions. All bureaus, offices, and defense agencies of the Department are to submit reports in accordance with the instructions.

In preparing a program for additional delegations and redelegations, it is suggested that bureaus and offices work with appropriate divisions in the Office of the Secretary. Proposed program delegations should be developed in collaboration with the Assistant Secretary's office concerned. Proposed administrative delegations should be reviewed with the division concerned in the Office of the Administrative Assistant Secretary, including finance, personnel, administrative services and property management. This will do much to enable the Department to submit a satisfactory report to the Bureau of the Budget on time.

It will be noted that Bulletin No. 51-18 requires that the Department submit a complete report on the subject by July 31, 1951. Therefore, five copies of the report must be filed by each bureau and office. This report must reach the Division of Management Research not later than July 25, 1951.

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The Division of Management Research will be glad to advise on the preparation of this report to the extent of its facilities. Bureaus and offices desiring such advice should communicate with the Director of Management Research at an early date.

Wm. D. Hartney
Administrative Assistant Secretary

Attachments

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THE WHITE HOUSE
WASHINGTON

April 24, 1951

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

In my recent message to the Congress transmitting the 1952 Budget, I emphasized that realization of the objectives of the Nation's security program requires the highest degree of administrative effectiveness in the Federal Government.

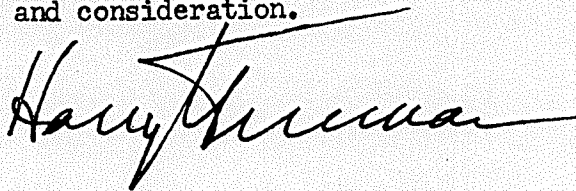
Because most of the Government's operations are carried on outside of Washington, sound and expeditious management of Federal field operations is essential to these objectives. Successful field management must be accomplished by responsible officials in the field. It will not be achieved if those officials are hampered by inadequate delegation of authority from their central headquarters. This fact has been stressed by both the Hoover Commission and my Advisory Committee on Management.

The demands of the present emergency require that we give immediate attention to this problem. The difficulties incident to organizing and staffing Federal field offices for defense mobilization activities require that field officials be authorized to deal quickly and effectively with problems of field operation. Furthermore, if central or headquarters offices should become temporarily inoperative in an emergency, field offices must be in a position to continue operations.

For these reasons, I am asking that the head of each department and agency review his programs and operations to insure that sufficient authority has been delegated to permit effective operation at the field level.

Recent improvement in the provision of personnel, fiscal, property and other services by central agencies of the Government will greatly assist all agencies in strengthening their field operations. More extensive delegation of authority by departments and agencies will permit them to take greater advantage of the steps taken by the General Services Administration, Civil Service Commission, Treasury Department, General Accounting Office, and Government Printing Office to expedite field operations.

I have asked the Director of the Bureau of the Budget to request reports from all departments and agencies for the purpose of determining the extent of delegations of authority to field activities. I have also instructed the Director to prepare a summary of actions taken by the departments and agencies for my information and consideration.



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