

PART 2. OFFICE OF ADMINISTRATION

ORGANIZATION

1. Assistant Archivist for Administration

- a. Serves as the NARA Chief Financial Officer and principal advisor to the Archivist and Deputy Archivist for all aspects of the financial management of NARA resources.
- b. Manages the development and execution of all financial planning and management; coordinates the NARA financial management program with the Office of Management and Budget (OMB), other Federal agencies and congressional appropriations committees; and promulgates related NARA implementing procedures.
- c. Maintains liaison with OMB and appropriations committees and the staffs thereof on all matters having a budgetary effect.
- d. Assists or represents the Archivist or Deputy Archivist on budget matters before OMB and appropriations committees.
- e. Establishes, reviews, and enforces internal control policies, standards, and compliance guidelines involving financial management including requiring and ensuring timely corrective actions to address deficiencies disclosed through audit findings and reports.
- f. Manages preparation of the NARA consolidated financial statements consistent with the statutory requirements and OMB and Federal Accounting Standards Advisory Board (FASAB) guidelines, and coordinates with the Office of the Inspector General (OIG) and other auditors to facilitate the statement's independent review and enhance its audibility.
- g. Provides general oversight of the operations of the National Archives Trust Fund Board Division based on Board decisions and policies, direction from the Archivist of the United States, and applicable Federal Government and NARA policies.
- h. In coordination with the Assistant Archivist for Regional Records Services, manages the NARA Records Center Revolving Fund.
- i. Manages: the appropriation for facility repairs and restoration; all aspects of buildings management in the National Archives Building and the National Archives at College Park, including operations, maintenance, repair, improvement, preservation, and restoration; and restoration, improvement, and preservation of Presidential libraries and other NARA-owned facilities.

- j. Manages the acquisition of land and space planning and utilization; acquisition and consolidation of NARA-leased and owned space, and GSA-owned/leased space; and requirements development, and design and construction of NARA facilities.
 - k. Manages the NARA nationwide acquisitions program, and serves as the NARA Senior Procurement Executive.
 - l. Administers the NARA human resources program and staff development services, training programs, and organization development initiatives.
 - m. Serves as the Director of Small and Disadvantaged Business Utilization.
 - n. Serves as the Designated Agency Safety and Health Official.
 - o. Serves as the NARA Chief Security Officer (CSO) and manages the NARA information, industrial, personnel, and physical security programs
 - p. Serves as the Senior Preservation Policy Official for Historic Properties.
2. **Revolving Fund Finance Staff**
- a. Prepares the NARA Records Center Revolving Fund portions of the OMB and congressional budget estimates.
 - b. Develops Fund budget, accounting, and financial policy, including the call for Revolving Fund operating budgets; prepares or concurs in allowances and related funding documents; and maintains records of budgetary and financial controls.
 - c. Reviews Fund resource requirements for adherence to approved planning assumptions and adequacy of justification, and develops short- and long-term financial plans. Works closely with, and provides assistance to, the NARA program organizations financed by the Fund in developing Revolving Fund Business Plan(s).
 - d. Analyzes and evaluates accounting reports and other data to verify its accuracy. Prepares all required Fund regulatory reports and financial statements.
 - e. Ensures that cash management practices and procedures are followed to ensure that sufficient operating funds are available for program operations. Serves as billing liaison with the accounting service provider for Fund activities.
 - f. In conjunction with the Office of Regional Records Services (NR), reviews requests and relevant data and recommends to the Archivist approval, modification, or rejection of changes to rates and rate structures.
 - g. Coordinates all Fund accounting functions with the accounting services provider.

- h. Participates in external audits, subject to OIG concurrence, of the Fund for compliance with OMB, Treasury, Government Accountability Office (GAO), and FASAB rules and regulations, such as OMB circulars A-123, A-127 and A-76, and reviews audit reports for deficiencies in Fund financial management procedures and recommends or initiates corrective actions.
- i. Evaluates financial systems and procedures, and revises Fund financial processes.
- j. Coordinates with the Office of Information Services the development, maintenance, and operation of information technology systems that support the financial operations of the Staff and the Fund.

3. **Financial Reports Staff**

- a. Plans for and prepares the NARA audited financial statements and reports as required by the Chief Financial Officers Act (CFO Act), as amended by the Reports Consolidation Act of 2000, and the Accountability of Tax Dollars Act of 2002, and related OMB and FASAB guidance.
- b. Reviews financial and other reports submitted by NARA reporting entities for conformance with reporting requirements and for accuracy, and resolves discrepancies.
- c. Determines required adjustments to accounting records and advises the appropriate reporting entities to incorporate the adjustment in the official accounting records. Ensures that necessary corrective action is taken to prevent repetition of errors disclosed by reconciliation.
- d. Maintains effective working relationships with NARA program offices and reporting entities and the accounting services provider to ensure needed financial data is generated and reported in a timely manner.
- e. Participates in agency information technology initiatives and projects that will affect the data required to prepare audited financial statements.
- f. Maintains liaison and effective day-to-day working relationships with OMB, GAO, Treasury Department officials and other central control agencies concerning the reporting requirements of the CFO Act, as amended.
- g. Serves as the point of contact to the NARA Inspector General, who is required by law to conduct annual audits of the NARA financial statement.

4. **Acquisition Services Division**

- a. Develops and disseminates internal contracting policy and procedures, and ensures compliance by NARA contracting officers and contract specialists. Provides acquisition advice, strategy, and planning to NARA organizations when requested.

- b. Prepares and administers the NARA interagency agreements for procurement requests outsourced to other Federal agencies.
- c. Administers the NARA contracting officer certification program, appoints acquisition officials, and serves as the Acquisition Career Management Program Officer.
- d. Prepares solicitations, complex contracts, delivery/task orders, and purchase orders to obtain services, IT equipment, services, and utilities for the Washington, DC, area, and units outside the Washington, DC, area.
- e. Performs contract administration for all complex contracts (excluding architectural and engineering services and construction). Monitors the performance of contractors and responds to requests for information about acquisition requests and contracts by NARA officials.
- f. Ratifies unauthorized commitments of funds when needed.
- g. Serves as NARA's focal point for implementation of all acquisition-related E-Gov initiatives.
- h. Communicates with manufacturers, suppliers, contractors' representatives, and other private and public organizations to obtain information about products, services, and market conditions.

5. **Space and Security Management Division**

a. **Division Director**

- (1) Serves as the Advocate for Competition, and provides assistance and advice in procurement matters.
- (2) Serves as the Senior Safety and Health Official for all NARA-occupied facilities.
- (3) Serves as the NARA Federal Preservation Officer for Historic Properties.
- (4) Acts on requests to approve facilities for the storage of Federal records made in accordance with 36 CFR 1228.236 and 1228.240, Subpart K.
- (5) Serves as the delegated Emergency Management Officer.
- (6) Manages the activities of the division.

b. **Administrative Support Team**

- (1) Coordinates and prepares NA comments on draft NARA directives, regulations proposed by other Federal agencies, and pending legislation.
- (2) Assists NAS branches prepare and coordinate NARA internal directives and regulations establishing NARA-wide physical, personnel, and information security, and workplace safety standards, and assists other NARA units preparing local implementing directives and procedures.
- (3) Coordinates the NARA directives program for NA.
- (4) Coordinates responses to internal-NARA and external requests for information about NAS programs, and as directed, responses to requests for information about NA programs.
- (5) Coordinates response to audit recommendations of the NARA OIG, GAO, and other audit entities concerning NA functions. Monitors resolution activities by NA units, and reports status to the NARA audit resolution official.
- (6) Monitors status of remedial actions of other NARA units in response to recommendations concerning security, building condition, access, and workplace safety made by NAS inspectors.
- (7) Assists the director in administering the functions of the division.

c. **Security Management Branch**

- (1) Develops NARA personnel security policies; oversees position risk designations for sensitivity and access requirements; collects information for background investigations, makes suitability and security clearance determinations; grants security clearances and maintains records of clearances granted by NARA and other Federal agencies.
- (2) Develops and administers NARA internal procedures and guidelines implementing the information security requirements of Executive orders, agencies' regulations, and law for the safeguarding of classified National Security Information. This consists of information that has been determined pursuant to Executive Order (E.O.) 12958, as amended, or any predecessor Executive orders, to require protection against unauthorized disclosure in the interest of national security. Affected materials include but are not limited to NARA records, regardless of media, such as operational records, accessioned records, donated historical materials, any records transferred to NARA archival facilities or records centers whether in the legal or physical custody of NARA, and information generated by NARA.

- (3) Develops and administers policies, and implements a comprehensive holdings protection program to reduce the loss of and aid in the recovery of holdings while ensuring ready access for research by all stakeholders. Administers the comprehensive holding protection program, which includes managing a multi-disciplinary team of holdings protection, archival and training experts; utilizing associated technological applications; incorporating focused training, and conducting announced and un-announced verification and compliance inspections to mitigate internal and external threats by improving oversight, surveillance and access controls to holdings agency-wide.
- (4) In conjunction with the Real Property Management Branch, inspects NARA-occupied facilities, or reviews contractor-prepared inspection reports, to assess compliance with NARA security and facility standards regulations, the regulations of the Occupational Safety and Health Administration (OSHA), the Architectural Barriers Act of 1968, as amended, the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. Prepares or evaluates reports of findings, and recommends and negotiates appropriate remedial measures.
- (5) In conjunction with the Administrative Support Team, assists other NARA units prepare local directives implementing physical, information, and personnel security, and workplace safety and access requirements. Recommends NA concurrence of final directives.
- (6) Establishes and maintains agreements and cooperative relationships with Federal, state, and local law enforcement and investigative agencies nationwide to enhance the security of NARA-owned and -occupied facilities.
- (7) Advises other NARA offices concerning the security of materials on exhibit or loan, establishes security measures for NARA materials in transit, and coordinates security arrangements with carriers, at transfer sites, and with Federal, state, and local law enforcement.
- (8) Coordinates development and administration of plans for the continued performance of essential functions at all NARA facilities during agency or national emergencies that disrupt normal operations, including regularly scheduled testing, training, and exercising of NARA personnel, equipment, systems, processes and procedures used to support NARA during extended periods of emergency operations. Prepares periodic reports to and ensures NARA's participation with the Department of Homeland Security and other entities concerning NARA policies and performance. Serves as the Designated Agency Safety and Health Official's (DASHO) OSHA technical advisor.

- (9) Develops and administers agency-wide policies to ensure healthy and safe working conditions as a permanent member of the NARA Occupational Safety and Health Committee. Inspects NARA worksites for compliance with OSHA and other standards governing workplace health and safety. Prepares periodic reports to the Department of Labor and other entities concerning NARA policies and performance.
- (10) Manages the intrusion detection, access control, closed-circuit television, and security communications systems in the National Archives Building and in the National Archives at College Park. Issues and controls access credentials/keys for NARA employees, volunteers, visitors, and contractors at the National Archives Building and the National Archives at College Park. Manages the NARA-wide implementation of Homeland Security Presidential Directive (HSPD-12).
- (11) Administers the parking program at the National Archives at College Park.
- (12) Controls official passports issued to NARA employees.

d. **Real Property Management Branch**

- (1) Administers the NARA nationwide space-planning program. Conducts or evaluates contractor-prepared, facility condition reports and other studies and analysis of alternatives to advise NARA officials concerning possible consolidation, release, or acquisition of space.
- (2) Evaluates and makes recommendations concerning requests for new space and as Contracting Officer, prepares or approves contractor-prepared acquisition documents, solicits bids and proposals, and awards contracts, or prepares and recommends approval of Standard Forms 81, Request for Space, and associated statements of work and reimbursable work authorizations. Negotiates leases of facilities to store Federal records or to meet other NARA requirements.
- (3) Contracts for architectural and engineering and construction services for all construction, renovation, and restoration projects at NARA-owned facilities. Prepares or approves contractor-prepared acquisition documents, solicits bids and proposals, and awards contracts. Inspects, or arranges for contractor inspection of all projects, except those at the National Archives Building and National Archives at College Park, unless otherwise directed by the Assistant Archivist for Administration.
- (4) In conjunction with the Security Management Branch, inspects NARA-occupied facilities, or reviews contractor-prepared reports of inspections, to assess compliance with the facility-related regulations of OSHA, the Architectural Barriers Act of 1968, as amended, the Rehabilitation Act of

1973, as amended, the Americans with Disabilities Act of 1990, and with NARA security and facility regulations. Prepares reports of findings and recommends, and negotiates appropriate remedial measures.

- (5) Inspects, or arranges for contractor inspection of facilities for the storage of Federal records as required by NARA 1310, Review of Agency Records Storage Facilities, and makes recommendations on agency requests.
- (6) Maintains central registry of facilities approved for storing Federal records.
- (7) Acts as liaison between NARA and Public Building Service officials to coordinate projects and to assist local NARA officials resolve facility-related problems.
- (8) In coordination with other NARA offices and standards-setting organizations, establishes design standards for storage facilities for Federal records, Presidential records, and artifacts.
- (9) Upon request, furnishes professional and technical advice on the design and construction of record storage facilities.

6. **Facilities and Personal Property Management Division**

a. **Division Director.** The director administers the facilities management programs for the National Archives Building and the National Archives at College Park, the NARA nationwide personal property management program, manages the day-to-day operations of the two facilities, and administers the local continuity of operations plan.. Staffs within the office of the director perform the following functions.

- (1) **Personal Property Management**
 - (a) Directs the nationwide personal property management program through oversight of accountable officers; develops, implements, and enforces all necessary policies and procedures to properly manage, safeguard, and account for Government personal property.
 - (b) Maintains a warehouse management and control system, including a store of personal property, supplies, and other materiel on hand for distribution to NARA units in the Washington, DC, area.
 - (c) Provides local transportation and hauling services in the Washington, DC, area.

- (d) Administers the nationwide mail management program and distributes forms and other printed material intended for staff use.
- (2) Events and Support
- (a) Administers the nationwide mail management program.
 - (b) Acts as the Contracting Officers Representative Assistant for assigned contracts, (e.g., Child Care Center, the Cafeteria, and convenience store at the National Archives at College Park, and has oversight of the fitness centers under the consolidated facilities management contract.
 - (c) Administers the NARA nationwide public transit subsidy program.
 - (d) Oversees arrangements for food services provided at the National Archives Building under the Randolph-Sheppard Act.
 - (e) Prepares and administers the NAF representational budget.
 - (f) Coordinates planning and scheduling of space and equipment use, and building services with the Office of Records Services— Washington, DC, Center for the National Archives Experience, to avoid conflicts in scheduling.
 - (g) For the lecture rooms, all public-use areas and rooms 4340 and 5220 of the National Archives at College Park, and rooms 500/501, 504, 506, 507, 507A, and 509 in the National Archives Building, performs the following functions:
 - (i) Recommends acceptance or rejection of requests by non-NARA groups to use the rooms.
 - (ii) Schedules use of the rooms by NARA and non-NARA groups.
 - (iii) Serves as the agency liaison, and provides, arranges for, or approves all logistical support for events sponsored or cosponsored by NARA and non-NARA groups.
 - (iv) Maintains and schedules use of audiovisual equipment, and provides audiovisual services.
 - (v) Configures rooms to fit sponsors' requirements.

(vi) Develops the cost for staging events and works with the National Archives Trust Fund Division (NAT) to establish the appropriate fee or donation.

(h) Administers and coordinates the activities of the National Archives Recreation Association.

b. **Facilities Management Branch.** The branch chief administers the facilities management programs for the National Archives Building and the National Archives at College Park, and oversees the day-to-day operations of the facilities through staffs at each facility.

(1) National Archives Building Facilities Management Administers the National Archives Building facilities management contract; maintains space assignment records; develops contract specifications, oversees all repairs, renovations, and alterations to the building, and oversees the day-to-day operations of the building to include the occupant emergency plans.

(2) National Archives at College Park Facilities Management. Administers the National Archives at College Park facilities management contract; maintains space assignment records; develops contract specifications, oversees all repairs, renovations, and alterations at the facility, and oversees the day-to-day operations of the facility to include the occupant emergency plans.

7. **Financial Services Division**

a. **Division Director.** The Director administers the NARA appropriated funds financial management programs.

(1) Prepares plans for, and monitors implementing of NARA financial and operating programs to ensure compliance with the requirements of the CFO Act, OMB Circular A-11, Preparation, Submission and Execution of the Budget, and other related laws, and provides NARA-wide coordination and participation in various Government-wide financial management improvement projects. Works closely with the Financial Reports Staff on reporting requirements associated with the CFO Act.

(2) Analyzes the financial implications of proposed policies, procedures, and practices to assist NARA leadership to determine the short- and long-range business implications or costs and benefits to be derived from proposed NARA investments of FTE and funds.

(3) Serves as the NARA representative to OMB for budgetary policies and procedures; promulgates NARA procedures to implement U.S. Government budget and financial policies and regulations.

- (4) Reviews communications with OMB, Treasury, and congressional entities for all matters with financial management impact.

b. **Budget Branch**

- (1) Coordinates with the OMB budget examiner on budgetary reports, policies, and procedures.
- (2) Prepares and reviews external reports as required by Congress, OMB, and OPM.
- (3) Develops NARA budget policy and guidelines to implement legislation or OMB regulations that affect the budget process.
- (4) Prepares the call for NARA operating budgets and programmatic increases; reviews resource requirements for adherence to approved planning assumptions and for adequacy of justification.
- (5) Oversees execution of appropriated funds, develops short- and long-range financial plans; and prepares or concurs in allowances and related funding documents for approval by the Assistant Archivist for Administration.
- (6) Formulates the NARA budget estimates for submission to OMB and the Congress, including summaries, opening statements, financial schedules, justifications, and backup material.
- (7) Reviews and corrects NARA budget-related congressional testimony, including all galley and page proofs, and true folios of the President's budget.
- (8) Maintains the NARA system for administrative control of appropriations and other funds, and implements funds control and employment ceiling procedures.

c. **Finance Branch**

- (1) Serves as liaison with the accounting services provider concerning accounting, financial, and payroll services and associated reporting requirements.
- (2) Prepares and reviews financial statements and supporting documentation for the appropriated funds.

- (3) Reviews internal and external audit reports for deficiencies in appropriated funds financial management procedures and recommends or initiates corrective actions.
- (4) Evaluates financial systems and processes and provides guidance concerning financial, accounting, and travel policies and procedures.
- (5) Manages financial review processes for grants, travel, and purchase card programs.
- (6) Analyzes and evaluates accounting data for accuracy. Establishes and maintains financial controls for accounting processes.
- (7) Prepares and reviews external financial reports as required by the Department of the Treasury, Office of Government Ethics, and OMB.
- (8) Works closely with NARA offices to ensure timely and accurate reporting and processing of obligation documents, acknowledgment of receipts for, and acceptance of, goods and services, for payment of invoices, and travel authorizations and expenditures.

8. **National Archives Trust Fund Division**

- a. Provides input to the preparation of the Trust Fund and Gift Fund portions of the OMB and congressional budget estimates.
- b. Develops the Trust Fund and Gift Fund budget, accounting, and financial policy, including the call for Trust Fund and Gift Fund operating budgets; prepares or concurs in allowances and related funding documents, and maintains records of budgetary and financial controls.
- c. Reviews National Archives Trust Fund resource requirements for adherence to approved planning assumptions and for adequacy of justification, and develops short- and long-range financial plans.
- d. Manages the National Archives Trust Fund and Gift Fund investment portfolios.
- e. Exercises the procurement authority of the National Archives Trust Fund Board and processes all Trust Fund and Gift Fund expenditures by Washington, DC, area units, including obligating documents, acknowledgment of receipt for, and acceptance of, goods or services, for payment of invoices, and travel authorizations and expenditures.
- f. Conducts background analyses and negotiates and implements the National Archives Trust Fund-NARA reimbursable agreement; reviews and approves requests for new fees and changes to existing fees; reviews and approves all requests for overtime

work to be reimbursed from the National Archives Trust Fund; and reviews and approves all requests for Trust Fund reimbursement and monitors status of payments.

g. Evaluates accounting reports and data; verifies accuracy of input; and prepares analysis thereof. Prepares all required financial statements for Trust Fund and Gift Funds monthly, and prepares required regulatory reports.

h. Prepares periodic reports of Trust Fund activities to the Board members, prepares the National Archives Trust Fund annual report to the Board, and edits the report for inclusion in the NARA Annual Audited Financial Statement.

i. Sets the agenda for the National Archives Trust Fund Board meetings, briefs the Chairman and members of the Board, and maintains all records of Board meetings and actions.

j. Coordinates all Trust Fund and Gift Fund accounting functions with the accounting services provider and manages the Trust Fund and Gift Fund subsidiary accounting and order processing system.

k. Reviews internal and external audit reports for deficiencies in Trust Fund and Gift Fund financial management procedures and recommends corrective actions.

l. Evaluates existing systems and procedures and implements revised and improved processes for Trust Fund and Gift Fund activities.

m. Manages the copier equipment program in the Washington, DC, area.

n. Processes orders and payments for reproductions of records in the National Archives of the United States, donated historical materials in NARA custody in the Washington, DC, area, and products sold by NARA to the public in the Washington, DC, area. Performs all customer service functions related to Trust Fund activities, and operates cashier offices in the National Archives Building and the National Archives at College Park.

o. Exercises other authorities delegated by the Chairman of the National Archives Trust Fund Board.

p. Plans for, develops, maintains, and operates IT systems that support Trust Fund and Gift Fund programs.

9. Human Resources Services Division

a. **Division Director.** The following functions are performed in the office of the Director.

(1) Plans, directs, and provides human resources management services.

- (2) Develops and administers NARA human resource policies and procedures.
- (3) Administers personnel authorities delegated by statute, regulation, or agreement with the Office of Personnel Management.
- (4) Performs executive personnel management functions.
- (5) Ensures NA meets NARA human resources Strategic Plan and Annual Performance Plan goals and targets. Manages office resources and oversees process and organizational improvement initiatives to facilitate target achievement.
- (6) Manages human resources data systems to facilitate transaction processing, workforce analysis, and statistical reporting.

b. Human Resources Operations Branch

- (1) Develops policies and procedures and administers the classification, position management, and compensation programs.
- (2) Develops policies and procedures and provides a full range of recruitment and staffing services.
- (3) Operates and maintains human resource information records and systems and uses systems to provide management reports and information.
- (4) Processes and controls all personnel actions and maintains official personnel folders for NARA employees.

c. Employee Relations and Benefits Branch

- (1) Develops policies and procedures and provides advice and assistance on labor and employee relations matters, including performance management, retirement and benefits, awards and suggestion programs, leave, disciplinary and adverse action, and work schedules.
- (2) Represents NARA in dealing with the Federal Labor Relations Authority, Merit Systems Protection Board and other third parties. Negotiates agreements with the American Federation of Government Employees on behalf of NARA.

d. Workforce Strategy Branch

- (1) Assesses, designs, and implements human capital and workforce planning initiatives.

- (2) Plans, develops, and administers agency-wide recruitment strategies and programs.
- (3) Develops comprehensive human resources policies and procedures.
- (4) Prepares NARA's Disabled Veterans Affirmative Action Program Plan and the Federal Equal Employment Opportunity Recruitment Program Plan and forwards the plans to the Archivist for transmittal to the Office of Personnel Management.

10. Organization and Staff Development Services Staff

- a. Assesses, designs, and implements initiatives to strengthen individual, group, and organization performance.
- b. Consults with offices on organization development initiatives and gives technical support to offices and units for organization development initiatives.
- c. Develops and delivers common needs training programs that do not otherwise have program office ownership. Consults with offices on technical training program initiatives.
- d. Administers the Individual Development Plan (IDP) program.
- e. Ensures NA meets NARA organization and staff development Strategic Plan and Annual Performance Plan goals and targets.
- f. Acts as the NARA lead for e-Training initiatives, including history data reporting.

DELEGATION OF AUTHORITIES**Authorities Delegated by the Archivist to NA****11. Budget, accounting, records center revolving fund, NARA National Archives Trust and Gift Funds, and NARA financial statements**

Delegation	Redelegated To	Limitations
a. Serves as the NARA Chief Financial Officer (31 U.S.C. 901, 902, 3501, and 3515)	Retained by NA	The authority may not be redelegated
b. Formulate NARA policies and principles governing establishment of budgetary, accounting, and financial management systems within NARA; exercise necessary controls to ensure compliance with NARA financial policies, plans, and principles; and coordinate NARA's financial programs with OMB, congressional committees, and other Federal agencies (31 U.S.C. 3512; OMB Circular A-127)	NAB	None
c. Approve financial transactions, including disbursement of funds for Washington, DC, area accounts from current funds, and nationwide for prior year funds, rendered by appropriate financial officials, and approval of other financial and accounting documents involving NARA appropriated funds.	NABF through NAB	None
d. Certify to GAO any charge against any officer of an agency entrusted with public property, arising from any loss or accruing as their fault to the U.S. Government concerning the property so entrusted to them	Retained by NA	The authority may not be redelegated
e. Approve apportionment and reapportionment requests for each budget allocation (OMB Circular A-11, part 4)	Retained by NA	The authority may not be redelegated
f. Approve reports on budget execution on an obligation basis and accrual basis, as required by the Anti-Deficiency Act (31 U.S.C. 1341)	Retained by NA	The authority may not be redelegated
g. Determine the rate and cycle of installment deductions for indebtedness of employees resulting from erroneous payment to or on behalf of the employees by NARA. (5 U.S.C. 5514)	NAHO through NAH	None
h. Notify the Chief Disbursing Officer, Division of Disbursement, Department of the Treasury, of the certifying officer designations (I TFM 4-1135)	Retained by NA	None
i. Initiate action to obtain reimbursement by	NAB, NAR	None

lawful transfer documents of delinquent amounts due from requisitioning agencies (40 U.S.C. 756(b))		
j. Certify that obligations are valid (31 U.S.C. 3528)	NAB, NAR, NAT	None
k. Administer the NARA system of administrative controls of appropriations and other funds	NAB	None
l. Review requests for relief from cash errors of less than \$3,000 (GAO Policy and Procedures Manual for Guidance of Federal Agencies, ch. 8, sec. 8.9c, and Cashier's Manual)	NA through NAT	None
m. Solicit and receive gifts or bequests of money, securities, or other personal property, for the benefit of, or in connection with, the national archival and records administration activities administered by NARA (44 U.S.C. 2305)	NAT	Subject to provisions of the Trust Fund Procedures Manual ((TRUST FUND 1801), ch. 2, part 4, sec. 2)
n. Receive money or securities given or bequeathed to the National Archives Trust Fund Board and invest, reinvest, or retain the money or securities as the Board determines (44 U.S.C. 2305; NATFB Resolution of 3/15/84)	NAT	Subject to provisions of the Trust Fund Procedures Manual ((TRUST FUND 1801), ch. 2, part 4)
o. Recommend a reproduction price schedule for fees or for sales of copies or reproductions of historical materials, catalogs, or other items, and determine the expenses to be paid therefrom	NAT	Promulgation subject to the approval of the Archivist
p. Approve deviations from the Federal Acquisition Regulations to procure goods or services with money from Gift or Trust Funds	NAT	None
q. Deposit the proceeds from fees or from sales of copies or reproductions of historical materials, catalogs, or other items, and determine expenses to be paid therefrom (44 U.S.C. 2307)	NAT	None
r. Support all aspects of records center operations through the financial management of the NARA Records Center Revolving Fund (Pub. L. 106-58)	NAR	The Records Center Revolving Fund is managed in close coordination with the NARA program organizations it finances. The Archivist must approve promulgation of fee schedules.

12. Acquisition and contracting

Delegation	Redelegated To	Limitations
a. Determine and place orders with, and accept	NAA	None

orders from, other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service, and make agreements as to cost adjustments in connection therewith (31 U.S.C. 1535)		
b. Serve as the NARA Senior Procurement Executive (41 U.S.C. 414(3))	Retained by NA	The authority may not be redelegated
c. Serve as the Director of Small and Disadvantaged Business Utilization (15 U.S.C. 644(k))	Retained by NA	The authority may not be redelegated
d. Serve as the advocate for competition (41 U.S.C. 418)	NAS	Decisions subject to concurrence of NGC. NGC acts as the advocate for competition when NASR is the contracting officer or when NASS or NASR administers the contract.
e. Accept orders from other departments, establishments, bureaus, or offices for materials, supplies, equipment, work, or service (31 U.S.C. 1535)	NAA, NAB, NAF, NAR, NAS, NAT, NAX	None
f. Act as agency head for purposes of carrying out the provisions of the Contract Work Hours and Safety Standards Act. Upon appeal of an initial administrative determination to assess liquidated damages, either affirm the assessment or recommend to the Secretary of Labor to waive or adjust the assessment (40 U.S.C. 330 (c)).	Retained by NA	The authority may not be redelegated
g. Make purchases and contracts for personal property and nonpersonal services by advertising (41 U.S.C. 252(c))	Warranted contracting officers	Subject to warrant limit
h. Determine the type of negotiated contract that will promote the best interests of the U.S. Government and make the determination required in connection with cost, cost-plus fixed, fee, and incentive-type contracts (41 U.S.C. 252(c))	Warranted contracting officers	Subject to warrant limit
i. Determine that rejection of all bids is in the public interest (41 U.S.C. 253(b))	Warranted contracting officers	Subject to warrant limit
j. Make partial, progress, or other payments (41 U.S.C. 255 (b))	Warranted contracting officers	Subject to warrant limit
k. Negotiate purchases and contracts for property and services without advertising under	Warranted contracting	Subject to warrant limit

certain conditions (41 U.S.C. 302(c)(1), (3) thru (5), (10), and (15))	officers	
l. Contract for services and personal property required for the operation, protection, maintenance, (including repairs and alterations) and improvement of the National Archives Building and the National Archives at College Park, the Presidential libraries, and any other buildings used by NARA for records storage (44 U.S. C. 2903)	Warranted contracting officers	Subject to warrant limit
m. Approve individual and class deviations to the Federal Acquisition Regulations (48 CFR 1.403, 1.404)	Retained by NA	The authority may not be redelegated. May not approve FAR deviations pertaining to treaties or executive agreements.
n. Ratify unauthorized commitments (Federal Acquisition Regulations, § 1.602-3 (b)(3))	NAA	Subject to the restrictions in Federal Acquisition Regulations, § 1.602-3
o. Appoint procurement officials (Federal Acquisition Regulation, § 1.603)	NAA	Purchase cardholders authority limited to \$2,500 per purchase and \$25,000 per month. Contracting officers' authority limited to \$100,000 per purchase. Appoint all approving officials.

13. Facilities management

Delegation	Redelegated To	Limitations
a. Develop architectural and design standards applicable to all NARA-owned or -leased space, or to a facility and equipment offered as a gift to the United States or made available without transfer of title for the purpose of creating a Presidential archival depository (44 U.S.C. 2112(a)(2), and 2903)	Retained by NA	The authority may not be redelegated. Promulgation subject to approval by the Archivist.
b. Determine that a facility and equipment offered as a gift to the United States for the purpose of creating a Presidential archival depository or that a physical or material change or addition to a Presidential archival depository complies with the architectural and design standards promulgated by NARA (44 U.S.C. 2112(a)(3)(G), (4)(F))	Retained by NA	The authority may not be redelegated. Certification of findings is retained by the Archivist.
c. Design, construct, purchase, and lease land and buildings for storage of Federal records (44	Retained by NA	Limited to situations where Congress has authorized the

U.S.C. 2903, 41 U.S.C. 14)		purchase of real property
d. Recommend a decision to design, construct, purchase, and lease land and buildings for storage of Federal records (44 U.S.C. 2903, 41 U.S.C. 14)	NAS	Limited to situations where Congress has authorized the purchase of real property
e. Approve expenditures for additions, improvements, alterations, or preservation of all NARA-leased, -owned, or -operated facilities (44 U.S.C. 2903)	Approval of projects retained by NA	Implementing contracts subject to contracting officer's warrant limit
f. Serve as the Senior Preservation Policy Official (EO 13287 [March 3, 2003] Preserve America; and Federal Preservation Officer [16 U.S.C. 470(h)-2(c)])	NAS acting as the Federal Preservation Officer for Historic Properties	Limited to preparing and making recommendations concerning facilities
g. Decide on requests made by Federal agencies concerning approval of facilities for the storage of Federal records (44 U.S.C. 3103, 36 CFR 1228.236 and 1228.240, Subpart K, and NARA 1310)	NAS	None
h. Serves as the Designated Senior Safety and Health Official (29 U.S.C. 668, E.O. 12196 and 29 CFR 1960.6)	NAS acting as the NARA Senior Safety and Health Official	None

14. **Security Management**

Delegation	Redelegated To	Limitations
a. Establish and maintain an effective program to ensure that access to classified information by each employee is clearly consistent with the interests of the national security (E.O. 12958 of April 17, 1995, sec. 4.2, and E.O. 12968 of August 2, 1995, sec. 6.1(a))	NASS through NAS	None
b. Establish and maintain an effective program to ensure that classified national security information is properly safeguarded and declassified in accordance with Executive order and law (E.O. 12958, sec. 1.1(j) and 5.6(c))	NASS through NAS	None
c. Develop and administer the program for the efficient operation of all NARA-occupied facilities in an emergency, including the self-protection program for civil defense, fire prevention, and building safety (44 U.S.C. 2903; E.O. 12656 [November 18, 1988], Assignment of Emergency Preparedness	NASS through NAS	None

Responsibilities; Federal Preparedness Circular 65 (June 15, 2004), Federal Executive Branch Continuity of Operations; and PDD 67 [October 21, 1998], Enduring Constitutional Government and Continuity of Government Operations).		
d. Establish and administer an effective Operations Security and Industrial Security Program (National Security Decision Directive 298, OPSEC Program EO 12829, National Industrial Security Program)	NASS through NAS	None

15. Human Resources

Delegation	Redelegated To	Limitations
a. Appoint selected applicants for employment and promote, demote, reassign, and separate employees (44 U. S.C. 2105(a))	NAHO, NAHW	All actions are subject to management approval. This includes all placement actions including appointments, promotions, reassignments, and details.
b. Administer the oath to be taken by officers and employees incident to entrance on duty in NARA or any other oath required by law in connection with employment (5 U.S.C. 2903)	NAHO, NAHW, the Washington National Records Center, and administrative officers outside the Washington, DC, area	None
c. Grant exceptions to permit part-time employees in tenure Group I or II to perform regularly scheduled work from 1 to 15 hours per week (5 U.S.C. 3402(a)(3); 5 CFR 340.202(b))	NAH	None
d. Establish and classify positions under the General Schedule (5 U.S.C. 5101 et. seq.) and grade jobs under the Federal Wage System (5 U.S.C. 5346)	NAHO, NAHW	None
e. Waive or deny claims of the United States against NARA employees for erroneous payment of pay and allowances up to \$20,000 (5 U.S.C. 5584; Public Law 104-316, General Accounting Act of 1996 (110 Stat. 3826), Section 101; OMB Directive, "Determination with Respect to Transfer of Functions Pursuant to Public Law 104-316," December 17, 1996.)	NAH	NAH limited to granting a waiver of claims or \$5,000 or less
f. Determine whether to grant discretionary grade and pay retention to eligible employees (5	NAH	None

CFR 536.202, 302)		
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16. Other

a. Accept and utilize voluntary and uncompensated personal services for NARA (44 U.S.C. 2105(d))	Division and Staff directors	None
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