

# Directive

APHIS 1030.1

10/30/97

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DELEGATION OF AUTHORITY TO THE DIRECTOR OF THE  
BUDGET AND ACCOUNTING DIVISION

1. PURPOSE

This Directive delegates certain authority to the Director of the Budget and Accounting Division (BAD).

2. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 1030.1, dated 6/30/95.

3. DELEGATION OF AUTHORITY

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

- a. Sign Form AD-704, Allotment Advice, and Form AD-705, Advice of Allocation of Funds.
- 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 apportionment schedules using SF-132, Apportionment and Reapportionment Schedule, and 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 of the Federal Travel Regulations.
- f. Suspend, terminate, write-off, or compromise claims for money or property arising out of the activities of the Agency that do not exceed \$100,000, exclusive of interest.

g. 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 U.S. Department of Agriculture, Office of Finance and Management.

h. Waive travel-related overpayments, without regard to amount.

#### 4. REDELEGATION

a. The Director or Acting Director, Field Servicing Office, 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 claims for money or property arising out of the activities of the Agency that do not exceed \$20,000, exclusive of interest.

b. The Director 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. INTERNET ACCESS

This Directive can be retrieved by accessing the Information Technology home page at **<http://www.aphis.usda.gov/library>**.

Deputy Administrator  
for Management and Budget