

**United States Department of Agriculture  
Marketing and Regulatory Programs  
Animal and Plant Health Inspection Service**

**Agency**

**APHIS 1030.1**

**05/17/2022**

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

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**1. PURPOSE**

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

**2. REPLACEMENT HIGHLIGHTS**

a. This Directive has been revised.

(1) The revisions included in this Directive are as follows:

- (a) Section 3.i.: Changed to be consistent with the current policy that the U.S. Department of Agriculture (USDA) has in place regarding waiving employee claims from erroneous payments.
- (b) Section 3.j.: Removed adjudication authority.

(2) These revisions are effective as of 05/17/2022.

- b. This Directive is in force until canceled or superseded.

### 3. AUTHORITIES AND REFERENCES

This Directive must be applied in conjunction with:

- a. 31 United States Code (U.S.C.) Chapter 13 Part 1301, Money and Finance  
<https://www.govinfo.gov/content/pkg/USCODE-2010-title31/pdf/USCODE-2010-title31.pdf>
- b. 31 United States Code (U.S.C.) Chapter 13 Part 1341, Limitations on Expending and Obligating Amounts  
<https://www.govinfo.gov/content/pkg/USCODE-2010-title31/pdf/USCODE-2010-title31.pdf>
- c. Department of Treasury, Financial Management Service, Manual of Procedures and Instructions for Cashiers  
<https://fiscal.treasury.gov/files/imprest-fund/cashiers-manual.pdf>
- d. Federal Travel Regulations, Chapter 302, Relocation Allowance  
<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fr/Chapter%20302>
- e. 31 United States Code (U.S.C.) Chapter 9 Part 903.1, Standards for Suspending or Terminating Collection Activity  
<https://www.govinfo.gov/content/pkg/FR-2000-11-22/pdf/00-29284.pdf>
- f. U.S. Department of Agriculture Departmental Regulation (DR) 2570-002, Waiver of Employee Claims From Erroneous Payments of Pay and Allowances  
<https://www.ocio.usda.gov/document/departamental-regulation-2570-002>
- g. 2 Code of Federal Regulations (CFR) Chapter II, § 200.19, Cognizant for Indirect Costs [https://www.ecfr.gov/cgi-bin/text-idx?SID=16ea3824489d902a12d8cbf79d3b5918&mc=true&node=se2.1.200\\_119&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=16ea3824489d902a12d8cbf79d3b5918&mc=true&node=se2.1.200_119&rgn=div8)
- h. 2 Code of Federal Regulations (CFR) Chapter II, § 200.414, Indirect (F&A) Costs [https://www.ecfr.gov/cgi-bin/text-idx?SID=16ea3824489d902a12d8cbf79d3b5918&mc=true&node=se2.1.200\\_1414&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=16ea3824489d902a12d8cbf79d3b5918&mc=true&node=se2.1.200_1414&rgn=div8)
- i. 5 United States Code (U.S.C.) Chapter 5 Part 5584, Claims for overpayment of pay and allowances, and of travel, transportation and relocation expenses and allowances

#### **4. SCOPE**

Delegates certain authorities to the Director of FMD so they can approve specific financial transactions.

#### **5. POLICY**

##### **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 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 the Animal and Plant Health Inspection Service (APHIS) is the cognizant Agency in accordance with designations made by the USDA, Office of Finance and Management.

- i. Waive employee claims from erroneous payment of pay and allowance in accordance with DR 25701-002.
- j. Approve conferences within the USDA conference system with costs that do not exceed \$74,999 and were approved on the annual conference plan.

#### REDELEGATION

- k. 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 (USDT) 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.
  - (6) Write-off Civil Penalty debts only to Currently Not Collectible, not Close Out. Civil Penalty debts arise from court orders and cannot be written off to close out or compromised by APHIS employees.
- l. 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.

## 6. ROLES AND RESPONSIBILITIES

The implementation of the policy and procedures as established by this Directive requires the responsibilities of the following individuals and/or groups:

- a. Director for the FMD will:
  - (1) Adhere to the delegated authority listed in this Directive.

b. Branch Chief for the Financial Operations Branch (FOB) will:

(1) Adhere to the delegated authority listed in this Directive.

## 7. FORMS

The form(s) that are referenced and/or required for use as established by this Directive include:

a. Standard Form (SF-1151), Nonexpenditure Transfer Authorization.

The forms listed above can be electronically accessed in USDT Central Accounting Reporting System (CARS). SF-1151 cannot be accessed in the [AMS/APHIS](#) Master Electronic Forms Library.

## 8. RECORDS MANAGEMENT

Federal records created by this Directive must be maintained in accordance with the established [General Records Schedule \(GRS\)](#) and/or the [AMS/APHIS](#) Records Management Handbook when applicable. If employees are named in an active litigation hold, Freedom of Information Act (FOIA) request, and/or other action, those records, regardless of media, must be preserved and maintained in their native format until otherwise notified by your Agency Records Officer and/or the Office of General Counsel.

a. MRP Information Technology, Information Management Branch (MRP-IT, IMB) is the official recordkeeper of this Directive, which is to be preserved permanently, per [Paperwork and Data Management \(PDM\) 4-1](#).

b. The Resource Management Specialists for FMD are the official recordkeepers of the records listed below, which will be maintained in accordance with the APHIS Records Handbook and with:

- (1) GRS 1.1 – Item 001: Official record of assignment and subject files; destroy when 3 years old, but longer retention is authorized if required for business use.
- (2) GRS 1.2 – Item 010: Financial transaction records related to collecting debts and accounting; official record held in the office of record; destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

- (3) GRS 1.2 – Item 011: Copies used for administrative or reference purposes; destroy when business use ceases.

## **9. INQUIRIES AND ADDITIONAL INFORMATION**

- a. General inquiries concerning this Directive may be directed to the MRPBS, FMD via email to [MRPBS.FMD.DO@USDA.Gov](mailto:MRPBS.FMD.DO@USDA.Gov).
- b. Records management inquiries should be directed to the Program Records Management Liaison for [AMS](#) or [APHIS](#).
- c. Persons with disabilities who require alternative means for communication of this policy (Braille, large print, audiotape, etc.), should contact the USDA's TARGET Center at (202) 720-2600 (voice and TDD) for assistance.
- d. This Directive can be accessed online via the [AMS/APHIS](#) Issuance Web page(s).

/s/  
Kevin Shea  
APHIS Administrator