

MPD 1200.3
REVISION H

EFFECTIVE DATE: September 13, 2004
EXPIRATION DATE: September 13, 2009

MARSHALL POLICY DIRECTIVE

AD01

POWER AND AUTHORITY DIRECTIVE FOR MARSHALL SPACE FLIGHT CENTER (MSFC) OPERATIONS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	A	8/19/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Directive updated to change ownership from CO01 to AD01; updated to new MPD format; and changed organizational symbols and titles to reflect reorganization. Paragraph I.2: changed "MICOM" to "AMCOM" and changed "U.S. Army Missile Command" to "U.S. Army Aviation and Missile Command". Paragraph IV.1.2 added "...and Chief Counsel".
Revision	B	10/5/99	Added Section II.16 to address Intergovernmental Personnel Act (IPA). Deleted paragraph 2 under Section IV.1 and added the following paragraph: "For the loan of equipment due to off center emergencies, the MSFC Emergency Plan (MPG 1040.3) will be followed"; section IV.2, changed reference to NPG 4200.1; section VII.3, changed numbering for (3)-(6) to a-e; paragraphs II.4.1.a. and II.4.2.c.: changed "Personnel Management Advisory Committee" to "Personnel Management Advisory Board"; deleted paragraphs II.15.1.a. and b. and replaced with "Resolve individual and class complaints and require appropriate remedial actions at any time prior to issuance of a final Agency decision by the Associate Administrator for Equal Opportunity Programs or the receipt of a recommended decision from an Equal Employment Opportunity Commission (EEOC) Administrative Judge and subsequent final Agency decision by the Associate Administrator for EO Programs"; and changed NMI to NPD in paragraph II.15.2.
Revision	C	2/2/00	Added paragraph "b" to section II.4.1; Added "Team leaders" to section II.8.1.d; Added MPG 3600.1 to authority document listing in sections II.8, II.9, and II.10; Added "the Director, Customer and Employee Relations Directorate" to section II.14.2.a.; changed "NMI" to "NPD" in section VII.3.1.c; and changed NMI 7330.1, "Delegation of Authority-Approval Authorities for Facility Projects" to NPD 7330.1, "Approval Authorities for Facility Projects," in section VII.3, paragraph 2.
Revision	D	2/6/01	Updated section II.10 to address deviations from the standard tour of duty; changed section VII.2.1. from "The Director, Center Operations Directorate, is..." to "The Manager, Facilities Engineering Department, is..."; and added section VI.2.
Revision	E	9/14/01	Changed Part I.3.2.a. from NHB 1101.3 to NPG 1000.3; and changed part 11.14.2.a. to read "...Relations Directorate, or designee; and the Chief Counsel or designee..."
Revision	F	5/9/03	Updated Master List URL in footers. Paragraph 7. Added policy statement. Paragraph 8. Changed "Information Services Department" to "Office of the Chief Information Officer." Updated Appendix A as directed by the responsible organizations. Added titles to authority documents throughout appendix, as available. II.2. 2.a. Added "and including." II.4 2.b. Changed "less than \$50,000" to "\$50,000 or less." II.5. 1. Deleted paragraph b. II.10. 1.b. Changed "GS-9" to "GS-10 step 1." Added II.17. "Power and Authority--To Appoint/Approve Program/Project Managers." III.2. Added CD01 as responsible office. VII.2 1. Changed responsibility for delegation of Facilities Utilization Officer to Integrated Customer Support Department.
Revision	G	3/30/2004	Changes made to appendix as directed from the 2003 annual review. Changed "NPG" to "NPR" throughout the document. Appendix section II. Deleted section for "Power and Authority To Approve Training Orders for Off-the-Shelf Training Courses," and renumbered paragraphs accordingly. Paragraph II.2.1. Changed cash award authority from \$7,500 to \$10,000.

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			Added "Informal Recognition Awards" to the table in II.2.2. Added two references to II.2.3. VII.4.1. Changed "Delegation" to "Redelegation." Paragraph V.1.1.a. Added exception statement to end of sentence. Added Environmental to Appendix section VII.
Revision	H	9/13/2004	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387).

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1. PURPOSE

This Marshall Policy Directive (MPD) consolidates all power and authority delegations for MSFC.

2. APPLICABILITY

This directive applies to all MSFC employees and MSFC contractors.

3. AUTHORITY

The authority for each category in the Appendix is listed under the appropriate sections.

4. APPLICABLE DOCUMENTS

None

5. REFERENCES

None

6. DEFINITIONS

None

7. POLICY

MSFC policy is to approve, revise, and cancel all power and authority delegations from the Center Director as directed in NASA Policy Directives (NPDs), NASA Procedural Requirements (NPRs), and other Federal Regulations and to consolidate these delegations in this MPD within the Marshall directives process.

8. RESPONSIBILITIES

Organizations responsible for the delegations as designated in the Appendix to this Directive shall initiate changes, revisions, or cancellations through the MSFC Directives Manager, Office of the Chief Information Officer (CIO).

9. RECORDS

None

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10. MEASUREMENTS

None

11. CANCELLATION

MPD 1200.3G dated March 30, 2004

Original signed by
Robin N. Henderson for

David A. King
Director

Appendix Power and Authority Delegations

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APPENDIX

Power and Authority Delegations

This Appendix is divided into the following categories:

- I. Organization and General Administration
- II. Human Resources/Personnel
- III. Protective Services
- IV. Property and Supply
- V. Procurement
- VI. Transportation
- VII. Real Property, Facilities and Environmental
- VIII. Chief Financial Officer

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I. Organization and General Administration

I.1. Power and Authority--To Negotiate, Execute, Amend, or Terminate Support Agreements Between the George C. Marshall Space Flight Center (MSFC) and Organizations of the U.S. Army (Responsible Office: DE01)

1. REDELEGATION

The Associate Director, MSFC, is redelegated authority to act for the Center in negotiating, executing, amending or terminating support agreements with organizations of the U. S. Army.

2. AUTHORITY

NPD 1050.1, "Authority to Enter into Space Act Agreements"

I.2. Power and Authority--To Act as Center Coordinating Representative for U.S. Army Aviation and Missile Command (AMCOM) - George C. Marshall Space Flight Center (MSFC) Agreements (Responsible Office: DE01)

1. REDELEGATION

The Associate Director, MSFC, is redelegated authority to act for the Center in coordinating all matters covered by executive, legislative, and Agency actions and local memorandums and agreements between AMCOM and MSFC in carrying out their intent. This redelegation encompasses matters not specifically provided for or which extend beyond provisions of the revised Agreement between the U. S. Army Aviation and Missile Command, Department of the Army, and the George C. Marshall Space Flight Center, National Aeronautics and Space Administration.

2. AUTHORITY

NPD 1050.1, "Authority to Enter into Space Act Agreements"

I.3. Power and Authority--To Negotiate, Amend, Execute, or Terminate Space Act Agreements, except for International Space Act Agreements, with the George C. Marshall Space Flight Center (MSFC). (Responsible Office: DE01)

1. REDELEGATION

The Directors of MSFC Directorates are redelegated authority to negotiate, execute, amend or terminate Space Act Agreements within their respective Directorates.

2. AUTHORITY

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NPD 1050.1, “Authority to Enter into Space Act Agreements”

I.4. Power and Authority--To Act as an Agent of the Center Director to Receive and Acknowledge Service of Process and Subpoenas (Responsible Office: LS01)

1. DELEGATION

The Chief Counsel, MSFC, is authorized to receive and acknowledge service of judicial process that is addressed to MSFC, rather than to an individual. The Chief Counsel is designated as an agent of the Center Director to receive and acknowledge subpoenas and service of process addressed to the Director in his or her official capacity.

2. AUTHORITY

a. NPR 1000.3, “The NASA Organization”

b. 5 Code of Federal Regulations (CFR) 581, “Office of Personnel Management, Processing Garnishment Orders for Child Support and/or Alimony”

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II. Human Resources/Personnel

II.1. Power and Authority--To Approve Outside Employment (Responsible Office: CD01)

1. REDELEGATION

The Manager, Human Resources Department, is redelegated authority to approve requests for outside employment.

2. AUTHORITY

a. Executive Order (EO) 12731, "Principles of Ethical Conduct for Government Officers and Employees"

b. 5 CFR Part 2635, "Office of Personnel Management, Standards of Ethical Conduct for Employees of the Executive Branch"

II. 2. Power and Authority--To Approve Incentive Awards, Quality Step Increases, and Space Shuttle Flight Items as Awards/Mementos (Responsible Office: CD01)

1. DELEGATION

The Center Director has authority to approve all honor awards and all cash awards up to \$10,000 subject to limitations regarding members of the Senior Executive Service.

2. REDELEGATION

Authority is redelegated for approval of other cash awards, nonmonetary awards, and Quality Step Increases as follows:

<i>TYPE OF AWARD</i>	<i>AMOUNT/CATEGORY OF AWARD AND APPROVAL AUTHORITY</i>			
	Non-Monetary	Suggestion \$25-\$1000	Other Suggestions/Other Cash Awards \$25-\$2500 \$2501-\$5000 \$5001-\$10000	
HONOR AWARDS (NASA/MSFC)	E			
SSP		C	D	E
QSI (Adj to base pay)	C			
SSA/GAA		C	D	E
OTS		B		
TOA	B			
Suggestions		A	C	D

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Space Shuttle Flt Awd F

**Informal Recognition G
Awards**

APPROVAL AUTHORITY CODE

- A** Chairperson, MSFC Suggestion Awards Committee
- B** First-level supervisor recommends/second-level supervisor approves
- C** Associate Director
 (Office of the Director-DA/DD/DE)

 Staff Office Directors

 Department Managers (reporting to Directorate Head)
- D** Associate Director
 (Office of Director-DA/DD/DE)

 Staff Office Directors

 Directorate Heads
- E** Center Director
- F** Associate Director
- G** EODD Manager

NOTE: Associate Director acts as second level of supervision on all awards for all organizations.

LEGEND: SSP=Sustained Superior Performance Award; QSI=Quality Step Increase; SSA=Special Service Award; GAA=Group Achievement Award; OTS=On-the-Spot Award; TOA=Time Off Award

3. AUTHORITY

- a. 5 CFR Part 451, "Office of Personnel Management, Awards"
- b. 5 CFR Part 531, "Office of Personnel Management, Pay Under the General Schedule"
- c. 14 CFR Subpart 1214.6, "National Aeronautics and Space Administration, Space Flight, Mementos Aboard Space Shuttle Flights"
- d. NPR 3451.1, "NASA Awards and Recognition Program"
- e. NPD 3000.1, "Management of Human Resources"

II.4. Power and Authority--To Approve Training (Responsible Office: CD01)

1. REDELEGATION

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a. The Director, Customer and Employee Relations Directorate, is authorized to approve training and training expenditures incident to the education and training of MSFC employees at Government expense, with endorsement of the request by the appropriate head of the organization receiving travel allocations from the Center Chief Financial Officer. This includes full-time academic study and executive development programs subject to the recommendations of the Personnel Management Advisory Board.

b. The Director, Customer and Employee Relations Directorate, is authorized to approve requests to waive the enforcement of continued service agreements with the endorsement of the Center Chief Financial Officer.

2. FURTHER REDELEGATION

a. The Director, Customer and Employees Relations Directorate, is authorized to:

(1) Approve training and training expenditures incident to the education and training of MSFC employees at Government expense, with endorsement of the request by the appropriate head of the organization receiving travel allocations from the Center Chief Financial Officer, and when the total expenditure exceeds \$50,000. This includes full-time academic study and executive development programs subject to the recommendations of the Personnel Management Advisory Committee.

(2) Approve the acceptance of contributions and awards for training in nongovernmental facilities.

b. The Manager, Employee and Organizational Development Department, is authorized to approve training and training expenditures incident to the education and training of MSFC employees at Government expense, with endorsement of the request by the appropriate head of the organization receiving travel allocations from the Center Chief Financial Officer, and when the total expenditure is \$50,000 or less. This includes full-time academic study and executive development programs subject to the recommendations of the Personnel Management Advisory Committee.

c. The Appropriate Head of the Organization Receiving Travel Allocations from the Center Chief Financial Officer, is authorized to approve travel for training (excluding part-time and full-time academic study and executive development programs subject to the recommendations of the Personnel Management Advisory Board) incident to the education and training of MSFC employees at Government expense, conference participation and participation in outside meetings by MSFC employees. The exception to this delegation occurs when hosting, sponsoring, or co-sponsoring a conference requires a commitment of additional funds or supporting services above the normal operating mode. In this instance, the Director, Customer and Employee Relations Directorate, or designee shall approve.

3. AUTHORITY

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- a. 5 CFR Part 410, “Office of Personnel Management, Training”
- b. NPD 3410.2, “Employee and Organizational Development”

II.5. Power and Authority--Position Classification and Position Management (Responsible Office: CD01)

1. REDELEGATION

The Manager, Human Resources Department, is redelegated the authority to classify all General Schedule positions at grades GS-15 and below, with exception of the Human Resources Manager’s position which is classified by the Director, Personnel Division, NASA Headquarters.

2. FURTHER REDELEGATION

This authority may be redelegated all or in part, directly or through intervening management levels, to qualified personnel specialists without power of further redelegation subject to the same conditions and limitations.

3. AUTHORITY

5 CFR Part 511, “Office of Personnel Management, Classification Under the General Schedule”

II.6. Power and Authority--To Make Determinations of Acceptable Level of Competence for Step Increases (Responsible Office: CD01)

1. REDELEGATION

MSFC Rating Officials who normally rate employees’ work performance are redelegated authority to make determinations that the work of employees under their supervision otherwise eligible for step increases is or is not of an acceptable level of competence.

2. AUTHORITY

5 CFR Part 531, “Office of Personnel Management, Pay Under the General Schedule”

II.7. Power and Authority--To Approve Grade and Pay Retention (Responsible Office: CD01)

1. REDELEGATION

The Manager, Human Resources Department, is redelegated authority to approve grade and pay retention.

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2. AUTHORITY

5 CFR Part 536, “Office of Personnel Management, Grade and Pay Retention”

II.8. Power and Authority--To Approve Absence and Leave of Employees (Responsible Office: CD01)

1. REDELEGATION

a. The Associate Director, MSFC, is redelegated authority to approve absence and leave as indicated:

(1) Restoration of annual leave that is forfeited at the end of a leave year when forfeiture is caused by an exigency of the public business, including authority to determine that an exigency is of major importance and that the employee cannot use annual leave at such time.

(2) Restoration of annual leave that is forfeited at the end of a leave year when forfeiture is caused by administrative error or sickness that prevented use of scheduled annual leave.

(3) Authorization of administrative dismissal of groups of employees due to adverse weather, disaster, power or service breakdown, supply or work flow interruption, or other administrative determinations in the public interest.

b. The Director, Customer and Employee Relations Directorate, and the Manager, Human Resources Department, are redelegated authority to approve leave without pay in excess of 30 calendar days, and to advance sick leave.

c. Heads of MSFC component installations are authorized to approve absence or leave of employees (other than detailees--civilian, military, and others).

d. Team leaders/supervisors and all intervening levels of MSFC management are redelegated authority to approve other requests for absence or leave of employees.

2. AUTHORITY

a. 5 CFR Part 630, “Office of Personnel Management, Absence and Leave”

b. NPD 3000.1, “Management of Human Resources”

c. MPR 3600.1, “Attendance and Leave”

II.9. Power and Authority--To Approve Transfer of Annual Leave from One Employee to Another (Responsible Office: CD01)

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1. REDELEGATION

The Director, Customer and Employee Relations Directorate, and the Manager, Human Resources Department, are redelegated authority to approve the voluntary transfer of annual leave from one MSFC employee to another in the event of personal emergencies.

2. AUTHORITY

- a. 5 CFR Part 630, “Office of Personnel Management, Absence and Leave”
- b. Public Law (P.L.) 103-103, “Federal Employees Leave Sharing Amendments Act of 1993”
- c. MPR 3600.1, “Attendance and Leave”

II.10. Power and Authority--To Approve Deviations from the Standard Tour of Duty
(Responsible Office: CD01)

1. REDELEGATION

- a. Supervisors are redelegated authority to approve requests for deviations from the standard tour of duty for their employees.
- b. All requests for deviation from the standard tour of duty shall include a justification for the request. Requests for deviations for employees whose hourly rate of basic pay exceeds GS-10, step 1 shall be retained by the originating supervisor. Requests for deviations for employees whose hourly rate of basic pay does not exceed the GS-10, step 1 level shall have concurrence by the Manager, Human Resources Department, who ensures compliance with Fair Labor Standards Act.

2. AUTHORITY

- a. 5 CFR Part 610, “Office of Personnel Management, Hours of Duty”
- b. MPR 3600.1, “Attendance and Leave”

II.11. Power and Authority--To Administer Labor-Management Relations Matters
(Responsible Office: CD01/AD01 (as prescribed))

1. REDELEGATION

- a. The Manager, Human Resources Department, with authorization of further redelegation by that official to the Federal Labor Relations Officer, is redelegated authority to administer Federal

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employee labor-management programs and negotiate with representatives of exclusively recognized labor organizations for the purpose of arriving at a collective bargaining agreement.

b. The Director, Center Operations, with authorization of further redelegation by that official to the Assistant Director for Industrial Labor Relations, is redelegated authority to administer industrial labor-management programs.

2. AUTHORITY

- a. 5 United States Code (U.S.C.) Chapter 71, "Government Organization and Employees, Labor-Management Relations"
- b. 29 U.S.C. 141-187, "Labor, Labor-Management Relations"
- c. 40 U.S.C. 276a to 276a-7, "Public Buildings, Property and Works, Rate of Wages for Laborers and Mechanics" [etc.]
- d. 41 U.S.C. 351 et seq., "Public Contracts, Service Contract Labor Standards"
- e. 41 U.S.C. 401-420, "Public Contracts, Office of Federal Procurement Policy"
- f. NPD 3000.1, "Management of Human Resources"

II.12. Power and Authority--To Act on Grievances (Responsible Office: CD01)

1. REDELEGATION

Management officials at a higher administrative level than the official who could have adjusted the grievance under the informal grievance procedure, are redelegated authority to decide grievance matters under the formal grievance procedure and shall be designated Deciding Officials.

2. AUTHORITY

- a. 5 CFR Part 771, "Office of Personnel Management, Agency Administrative Grievance System"
- b. NPR 3771.1, "Grievance System"

II.13. Power and Authority--To Carry Out the Purposes of the NASA Program for a Drug-Free Workplace (Responsible Office: CD01)

1. REDELEGATION

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The Manager, Human Resources Department, is authorized to act for the Center Director to ensure all procedures and activities of the Drug-Free Workplace Program at the Marshall Space Flight Center are efficiently implemented and conducted.

2. AUTHORITY

- a. 5 CFR Part 792, “Office of Personnel Management, Federal Employees' Health and Counseling Programs”
- b. NPR 3792.1, “Plan for a Drug-Free Workplace”
- c. EO 12564, “Drug-Free Federal Workplace”

II.14. Power and Authority--To Take Disciplinary Actions, Adverse Actions, and Reductions in Grade or Removals Based on Unacceptable Performance (Responsible Office: CD01)

1. REDELEGATION

- a. The Manager, Human Resources Department, is redelegated authority to furlough.
- b. Authority to suspend for more than 14 days, reduce in grade or pay, and to remove or otherwise separate an employee for cause, or for unacceptable performance, is redelegated to officials in charge of basic organizational elements that report directly to the Center Director.
- c. Authority to suspend for 14 days or less is redelegated to supervisors that report to officials in charge of basic organizational elements.
- d. Authority to reprimand is redelegated to immediate supervisors.

2. CONDITIONS AND LIMITATIONS

This authority is redelegated subject to Office of Personnel Management regulations, NASA and MSFC policy directives, and the following conditions and limitations:

- a. Before a notice of proposed or final adverse action, disciplinary action, or action based on unacceptable performance is issued, or before a final determination is made to take no disciplinary action, it shall be concurred in by the Manager, Human Resources Department; the Director, Customer and Employee Relations Directorate, or designee; and the Chief Counsel or designee whose role is to ensure evenness of discipline and appropriateness and defensibility of the action taken.

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b. Suspensions for more than 14 days, furloughs (except when taken under reduction-in-force procedures), reduction in grade or pay, and removals shall be decided by officials at a higher organizational level than the official who proposed the action.

c. Authority delegated by this Directive does not extend to actions involving members of the Senior Executive Service, NASA Excepted, Senior Scientific and Technical, and other senior-level positions.

3. AUTHORITY

a. 5 CFR Part 752, “Office of Personnel Management, Adverse Actions”

b. NPD 3000.1, “Management of Human Resources”

II.15. Power and Authority--To Act in Matters Pertaining to Equal Opportunity Complaints (Responsible Office: OS01)

1. REDELEGATION

The Director, Equal Opportunity Office, is redelegated the authority to resolve individual and class complaints, and require appropriate remedial actions at any time prior to issuance of a final Agency decision by the Associate Administrator for Equal Opportunity Programs or the receipt of a recommended decision from an Equal Employment Opportunity Commission (EEOC) Administrative Judge and subsequent final Agency decision by the Associate Administrator for EO Programs.

2. AUTHORITY

NPD 3713.6, “Delegation of Authority--To Act in Matters Pertaining to Discrimination Complaints Processing Under 29 CFR Part 1614”

II.16. Power and Authority--To Approve Intergovernmental Personnel Act (IPA) Assignment Agreements (Responsible Office: CD01)

1. DELEGATION

The authority to approve IPA Assignment Agreements (including non-US citizen and Senior Executive Services positions) has been delegated to the Centers.

2. REDELEGATION

The Director, Customer and Employee Relations Directorate, is redelegated authority to approve IPA assignments for up to 2 years and extend those assignments for up to an additional 2 years.

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3. AUTHORITY

- a. NPD 3000.1, “Management of Human Resources”
- b. Sean O’Keefe memorandum dated May 22, 2002, subject “Delegation to Approve Intergovernmental Personnel Act (IPA) Agreements”

II.17. Power and Authority--To Appoint/Approve Program/Project Managers (Responsible Office: DA01)

1. DELEGATION

The Center Director, MSFC, has authority to appoint Program Managers to Marshall-led programs and approve all appointments to Project Manager positions **prior** to their announcement.

2. AUTHORITY

- a. Frederick Gregory memorandum dated November 14, 2002, subject “Policy for Improvement in Execution of Program Management Responsibilities”
- b. MPR 7120.1, “Program/Project Planning”

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III. Protective Services

III.1. Power and Authority--To Control Top Secret Information (Responsible Office: AD01)

1. REDELEGATION

The Manager, Protective Services Department, Center Operations, is designated Top Secret Control Officer and shall be responsible for controlling and accounting for official information at MSFC classified Top Secret. The Manager, Protective Services Department, shall designate an Alternate Top Secret Control Officer.

2. AUTHORITY

NPR 1620.1, "Security Procedural Requirements"

III.2. Power and Authority--To Administer The Personnel Security Program (Responsible Office: AD01 and CD01)

1. REDELEGATION

a. The Manager, Protective Services Department, Center Operations, is redelegated authority to grant security clearances to Center employees, including temporary security clearances to Center employees who only infrequently need access to classified information.

b. The Manager, Human Resources Department, is redelegated authority to designate, in writing, those Center positions determined to be critical-sensitive or noncritical-sensitive under provisions of NPR 1620.1, "Security Procedural Requirements."

2. AUTHORITY

NPR 1620.1, "Security Procedural Requirements"

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IV. Property and Supply

IV.1. Power and Authority--To Approve Loan of MSFC Equipment and Execute Agreements Accomplishing Such Loan (Responsible Office: AD01)

1. REDELEGATION

The Supply and Equipment Management Officer, is delegated authority to approve loan of MSFC equipment to organizations external to MSFC, except loans to Profit-Making Organizations. Loans of equipment to Profit-Making Organizations shall be authorized and approved by the Installation Director.

2. AUTHORITY

- a. NPD 4200.1, "Equipment Management"
- b. NPR 4200.1, "NASA Equipment Management Manual"

For the loan of equipment due to off Center emergencies, the MSFC Emergency Plan (MPR 1040.3) shall be followed.

IV.2. Power and Authority--To Approve Loans of NASA Equipment to Employees for Use at Home (Responsible Office: AD01)

1. REDELEGATION

The Director, Center Operations, is redelegated authority to approve loan renewals of NASA equipment to employees for use at home when the loan renewal exceeds 360 days.

2. AUTHORITY

NPR 4200.1, "NASA Equipment Management Manual"

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V. Procurement

V.1. Power and Authority--Redelegation of Procurement Authority (Responsible Office: PS01)

1. REDELEGATION

a. Fee Determination Official (FDO)

The MSFC Deputy Director and Associate Director are hereby delegated the functions of Fee Determination Official for all Cost-Plus-Award-Fee contracts under cognizance of MSFC except for those contracts where the FDO function has been retained by the Headquarters Enterprise.

b. Contracting Officers/Grant Officers

The Procurement Officer, by issuance of a Certificate of Appointment for Contracting Officer, is designated a Contracting Officer/Grant Officer with authority to enter into and modify contracts/grants/cooperative agreements and to make determinations and decisions with respect to procurement, grant, and cooperative agreement matters, except for those actions required by law or regulation to be made by higher authority. The Procurement Officer is also delegated the authority to appoint GS-1105 and GS/GM-1102 personnel as Contracting Officers/Grant Officers for procurement transactions under his/her jurisdiction. No person, other than a duly appointed Contracting Officer/Grant Officer, shall be designated to serve in an acting capacity for accomplishing the procurement matters identified for the person occupying the position stated above.

c. MSFC Termination Contracting Officer

The Procurement Officer is hereby designated MSFC Termination Contracting Officer (TCO) with further authority to redelegate in writing to designated MFSC Contracting Officers on an ad hoc basis.

2. FURTHER REDELEGATION

Redelegations are authorized only as specifically provided for herein and in the Federal Acquisition Regulations and NASA FAR Supplement.

3. AUTHORITY

a. Federal Acquisitions Regulations (FAR) 1.601, NASA FAR Supplement (NFS) 1801.601, NFS 1801.603-2, and NFS 1849.101-70

b. NPD 5101.32, "Procurement"

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c. NPR 5101.33, “Procurement Advocacy Programs”

d. NPR 5800.1, “Grant and Cooperative Agreement Handbook (14 CFR 1260)”

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VI. Transportation

VI.1. Power and Authority--Appointment of Transportation Officer (Responsible Office: AD01)

1. REDELEGATION

The Chief, Transportation Management Group, Logistics Services Department, is redelegated authority to serve as the Transportation Officer for MSFC to negotiate and obtain all transportation services from commercial carriers, to authorize or certify travel or transportation documents including certification of Hazardous Materials, to negotiate rates, charter aircraft, or to order accessorial transportation services as required by Center functions.

2. AUTHORITY

a. NASA Headquarters Travel Regulation, FMM 9730-13 and FMM 9730-16 through 23, and NPR 6200.1, “NASA Transportation and General Traffic Management”

b. Federal Property Management Regulation

VI.2. Power and Authority--To Approve Mission Management Aircraft (MMA) Requests (Responsible Office: AD01)

1. REDELEGATION

The Center Director is responsible for the approval of MMA requests for use of the Center’s assigned aircraft. This authority is redelegated to the Associate Director who shall ascertain that, prior to each flight approval, the purpose of the trip is for official business.

2. AUTHORITY

NPR 7900.3, “Aircraft Operations Management”

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VII. Real Property, Facilities and Environmental

VII.1. Power and Authority--To Grant Leaseholds, Permits, and Licenses in Real Property (Responsible Office: AD01)

1. REDELEGATION

The Associate Director, MSFC, is redelegated authority to grant leaseholds, permits, and licenses in real property subject to the same conditions and limitations set forth in NPD 8800.14, "Policy for Real Property Management."

2. AUTHORITY

NPR 8800.15, "Real Estate Management Program Implementation Manual"

VII.2. Power and Authority--To Designate a Real Property Accountable Officer and a Facilities Utilization Officer (Responsible Office: AD01)

1. REDELEGATION

a. The Manager, Facilities Engineering Department, is redelegated authority to designate a Real Property Accountable Officer responsible for real property accountability, recording, and periodic reporting.

b. The Manager, Integrated Customer Support Department, is redelegated authority to designate a Facilities Utilization Officer responsible for coordinating the assignment of building space, implementing facilities utilization review, and periodic reporting.

2. AUTHORITY

a. NPD 8800.14, "Policy for Real Property Management"

b. NPR 8800.15, "Real Estate Management Program Implementation Manual"

VII.3. Power and Authority--To Approve Facility Projects (Responsible Office: AD01)

1. REDELEGATION

The following officials are redelegated authority to approve facility work within the limitations shown. This delegation is subject to the following stipulation: The Manager, Facilities Engineering Department, shall approve any construction work that results in an increase of square footage for a building or structure.

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a. The Group Leader, Facilities Construction Group and/or Operations and Maintenance Group, Facilities Engineering Department, (MSFC); the Manager, Michoud Assembly Facility (MAF); and the Kennedy Space Center/Solid Rocket Booster (KSC/SRB) resident office Team Leader, Space Shuttle Projects Office for the Assembly and Refurbishment Facility Complex and Parachute Refurbishment Facility, KSC, are redelegated authority to approve:

(1) Facility Construction, Repair, Rehabilitation, and Modification Work (funded from NASA appropriations other than the Construction of Facilities (CoF) appropriation) initiated under the authority of the annual authorization acts which is estimated to cost not in excess of \$500,000 per project or order.

(2) Facility Construction, Repair, Rehabilitation, and Modification Work (to be funded on a reimbursable basis or to be contracted and paid for directly by a tenant) initiated under a properly accepted reimbursable task agreement or an existing host/tenant agreement which is estimated to cost not in excess of \$500,000 per project or order.

b. The Team Leaders for the Facilities Construction Group and/or Operations and Maintenance Group, Facilities Engineering Department, are redelegated authority to approve Facility Construction, Repair, Rehabilitation, and Modification work (funded from NASA appropriations other than the CoF appropriation) which is estimated to cost not in excess of \$50,000 per project or order and which is initiated under the authority of the annual authorization acts.

c. No further redelegation is authorized per NPD 7330.1.

d. The officials to whom authority is redelegated shall ensure that each request for approval of a locally funded (non CoF) construction repair, rehabilitation, or modification project contains adequate justification and that all alternatives were considered prior to approval. The justification and alternatives considered shall be a part of the project file.

e. The officials to whom authority is redelegated shall ensure that the Center Director and the Manager, Facilities Engineering Department, are kept fully and currently informed of significant actions, problems, or other matters of substance related to the exercise of the authority redelegated. Specifically, all such reporting shall be processed through the Manager, Facilities Engineering Department. A copy of the project write-up for each locally approved project which is estimated to cost \$50,000 or more shall be forwarded to the Director, Facilities Engineering Division, NASA Headquarters, after approval.

2. AUTHORITY

NPD 7330.1, "Approval Authorities for Facility Projects"

VII.4. Power and Authority--To Implement the Government's Policies Concerning Acquisition of Commercial Services for MSFC's Use (Responsible Office: AD01)

**CHECK THE MASTER LIST at <https://repository.msfc.nasa.gov/directives/directives.htm>
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1. REDELEGATION

The Director, Center Operations, is responsible for and is redelegated authority to implement the Government's policies concerning acquisition of commercial services for MSFC's use.

2. AUTHORITY

NPD 7410.3, "Performance of Commercial Activities"

VII.5. Power and Authority -- Appointment of Environmental Manager (Responsible Office: AD01)

1. REDELEGATION

a. The Director, Center Operations is redelegated the authority to sign environmental certifications as Owner.

b. The Manager, Environmental Engineering Department is redelegated authority to serve as the Environmental Manager for MSFC and its component facilities with the authority to sign appropriate environmental documentation (e.g. permits, reports).

2. AUTHORITY

NPD 8500.1, "NASA Environmental Management"

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VIII. Chief Financial Officer

VIII.1. Power and Authority--To Act to Effect the Collection, Compromise, Suspension or Termination of Collection Action and Referral of Monetary Claims (Responsible Office: RS01)

1. REDELEGATION

The Center Chief Financial Officer, in accordance with 14 CFR 1261.4, is authorized to act for the Center Director to effect the collection, compromise, suspension, or termination of collection action and referral of monetary claims of the United States which arise out of the activities of the NASA, George C. Marshall Space Flight Center.

2. AUTHORITY

14 CFR 1261 Subparts 4, 5, and 6, "National Aeronautics and Space Administration, Processing of Monetary Claims (General)"

VIII.2. Delegation of Authority--To Take Action to Waive Claims for Erroneous Payment of Pay and Allowances, and of Travel, Transportation, and Relocation Expenses and Allowances (Responsible Office: RS01)

1. REDELEGATION

The Center Chief Financial Officer is authorized to take action to waive or deny in whole or in part a claim of the United States in an amount not aggregating more than \$5,000, against any person arising out of an erroneous payment of pay and allowances made on or after July 1, 1960, or out of an erroneous payment of travel, transportation, and relocation expenses and allowances to an employee made on or after December 28, 1985. Included in this redelegation is the authority to deny an application for waiver of a claim in any amount, provided that in those cases where the claim is in an amount aggregating more than \$5,000, the employee shall be advised of his/her right to appeal the denial to the Office of Personnel Management for claims related to pay and/or leave; or to the General Services Board of Contract Appeals for travel related claims.

2. AUTHORITY

NPD 9645.2, "Delegation of Authority--To Waive Claims for Erroneous Payment of Pay and Allowances, Travel, Transportation, and Relocation Expenses and Allowances"

VIII.3. Power and Authority--To Authorize and Approve Overtime (Responsible Office: RS01)

1. REDELEGATION

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- a. The Associate Director is redelegated authority to authorize and approve regularly scheduled overtime.
- b. Managers, supervisors, or team leads who are responsible for certifying employees' time cards are redelegated authority to authorize and approve irregular and occasional overtime work (including holiday work, compensatory time off in lieu of paid overtime, and overtime in lieu of compensatory time) for employees under their supervision.

2. FURTHER REDELEGATION

No further redelegation is authorized.

3. AUTHORITY

- a. NPR 3530.1, "Pay Policy and Allowances"
- b. 5 CFR, Part 550, "Office of Personnel Management, Pay Administration (General)"