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Global Health Delegations of Authority

A Mandatory Reference
for ADS Chapter 103

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Global Health Delegations of Authority (ADS 103.3.18.1)

Paragraph	Programming Policy Function and Automated Directives System Cross-Reference	Delegation of Authority	Global Health (GH) Operational Responsibility			
			Office Director, Program Element Team Leader, Division Chief, or COTR/AOTR	Strategic Planning Budget and Operations	Deputy Assistant Administrator	Assistant Administrator
a.	Alter Ego Authority ADS 103.3.6	The Senior Deputy Assistant Administrator (SDAA) and Deputy Assistant Administrator (DAA) have “Alter Ego” authority with the Assistant Administrator/Global Health (AA/GH).	Not Applicable (N/A)	N/A	Alter Ego	N/A
	ADS 103.3.1.a	The SDAA or DAA acting as an “Alter Ego” of the AA signs as SDAA or DAA, not as Acting AA. Therefore, the name of the appropriate DAA should appear on the document. The DAA may also act as the Alter Ego for the SDAA.				
	Acting Authority (First Assistant) ADS 103.3.1.2 ADS 103.3.1.h (Reorganization)	The Bureau for Global Health is a successor Bureau to the Bureau for Global Programs, Field Support and Research. Thus, the SDAA/GH is the First Assistant to the AA/GH. The SDAA is delegated authority to act as AA/GH during vacancy periods (due to death, resignation, or extended illness), as well as for temporary absences (such as temporary duty and leave).	N/A	N/A	Acting	Vacant

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	ADS 103.3.5.1.a ADS 103.3.5.1.c ADS 103.3.5.1.d	<p>The AA/GH has been delegated authority for the Bureau’s areas of Strategic Planning, Program Implementation and Evaluation, and Blanket Waivers for Source, Origin, and Nationality for Procurement.</p> <p>The DAA is delegated authority by the AA/GH for the Bureau’s Strategic Planning, Program Implementation and Evaluation, and Blanket Waivers for Source, Origin, and Nationality for Procurement. This delegation excludes authority based on the use of Impairment of Foreign Assistance.</p>	N/A N/A	N/A N/A	Approves Approves	Informed of Action Informed of Action
b.	Approving Bureau Strategic Plan ADS 103.3.5.1.a ADS 201.3.10.1	The DAAs are delegated authority by the AA/GH to approve Strategic Plans.	Program Element Team Leaders and Division Chiefs provide input Office Directors clear	Initiates and coordinates process (including coordination with General Counsel, Management and Regional Bureaus), and clears	Approves	Informed of action

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c.	Amending or Extending Bureau Strategic Plan (SP) (management agreement) and significant changes to Program Elements (PE) ADS103.3.5.1.a ADS 201.3.11.1, .2, .3, .4 and .5	The DAAs are delegated authority by the AA/GH to amend or extend Strategic Plans and to make significant changes to Program Elements.	Program Element Team Leaders and Division Chiefs provide input Office Directors clear	Initiates and coordinates process and clears	Approves	Informed of action
d.	Approving Activities – Activity Approval Documents (AADs) ADS 103.3.5.1.a ADS 201.3.12.15	The DAAs are delegated by the AA/GH authority to approve Activity Approval Documents.	COTR/AOTR initiates & prepares AADs Office Director signs memo	Clears	Approves	N/A
e.	Approving Activities – AAD Amendments ADS 103.3.5.1.a ADS 201.3.12.15	The DAAs are delegated by the AA/GH authority to approve AAD Amendments. <u>NOTE</u> : Substantive changes may include policy changes and changes in personnel policies.	For cross-Bureau activities, Office Directors co-sign unless otherwise stated	Clears	Approves	N/A

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f.	Approving Interagency Agreements (IAAs) under the Foreign Assistance Act (FAA) section 632(a) and (b) and other authorities in ADS 103.3.5.1.b ADS 103.3.5.1.c ADS 103.3.8.4	<p>The AA/GH is delegated authority by the Administrator to sign IAAs under section 632 (a) of the FAA and other authorities listed in ADS 103.3.5.1.b and 103.3.5.1.c</p> <p>The AA/GH is delegated authority by the Assistant Administrator, Bureau for Management, to sign IAAs under section 632(b) of the FAA.</p> <p>The DAAs are delegated authority to sign IAAs by the AA/GH. The name of the individual approving the IAA must appear on the document.</p>	<p>COTR/AOTR initiates and prepares document</p> <p>Office Director views package and signs memo</p>	Clears	Approves (if cross-Agency, both DAAs approve)	Informed of substantive policy changes

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g.	Public International Organization (PIO) Grants ADS 103.3.5.1.c.1.a	<p>The AA/GH has been delegated authority from the Administrator to sign grants to PIOs for programs within his or her area of responsibility.</p> <p>The DAAs are delegated by the AA/GH authority to sign PIOs. The name of the individual approving the PIO must appear on the document.</p>	<p>COTR/AOTR initiates and prepares document</p> <p>Office Director reviews package and signs memo</p>	Clears	Approves (if cross-Agency, one clears, the other one approves)	N/A
h.	Establishing Program Element Teams ADS 202.3.3	<p>The head of each operating unit is strongly encouraged to establish a Program Element team to plan and manage activities to achieve each approved Program Element.</p> <p><u>NOTE</u>: ADS 202.3.3 refers to “Assistance Objectives” rather than “Program Elements.”</p>	Office Director establishes team	N/A	N/A	Determines management of Program Element by Technical Office

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k.	Source, origin and nationality waivers ADS 103.3.5.1.d.1	<p>The AA/GH has been delegated the authority by the Administrator to waive source, origin, and nationality requirements for the procurement of goods and services (except transportation services).</p> <p>GH Office Directors have been delegated authority by the AA/GH to waive source, origin, and nationality requirements for the procurement of goods and services (except transportation services). All “blanket” waivers (expedited acquisition and assistance procedures) are approved by the AA/GH.</p>	<p>COTR/AOTR prepares</p> <p>Office Director approves</p>	Clears	N/A	Approves blanket waivers
l.	Contractor salary waivers ADS 302.3.6.10 ADS 302.3.8.4 ADS 302.5.k	<p><u>Over 10% increase</u>: The AA/GH has authority to concur with contractor salaries exceeding the USAID Contractor Salary Threshold (CST) for increases at or above 10%.</p> <p><u>NOTE</u>: These are <u>concurrences</u> only. The Director of M/OAA must approve all salaries exceeding the USAID CST level.</p>	<p>COTR/AOTR prepares</p> <p>Office Director signs transmittal memo</p>	Clears	Clears	Concurs by signing

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m.	Contractor salary waivers ADS 302.3.6.10 ADS 302.3.8.4 ADS 302.5.k	<p><u>Up to 10% increase:</u> GH Office Directors have been delegated authority by the AA/GH to concur with contractor salaries exceeding the USAID CST level below a 10% increase.</p> <p><u>NOTE:</u> These are <u>concurrences</u> only. The Director of M/OAA must approve all salaries exceeding the USAID CST.</p>	<p>COTR/AOTR prepares</p> <p>Office Director concurs</p>	Receives copy	N/A	N/A

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n.	Salaries of Third-Country Nationals (TCNs) and Cooperating Country Nationals (CCNs): AIDAR 722.170(b)	Any compensation paid to TCNs and CCNs, including merit or promotion increases, that exceed the prevailing compensation paid to personnel performing comparable work in the cooperating country must be approved by the AA/GH.	COTR/AOTR prepares Office Director signs	Clears	Clears	Approves
	AIDAR 722.170(c)	Payment of allowance and differentials to TCNs/CCNs must be approved by the AA/GH.	COTR/AOTR prepares Office Director signs	Clears	Clears	Approves
o.	Cost-sharing determination ADS 103.3.5.1.c.1.c	The AA/GH has been delegated the authority by the Administrator to receive and determine the adequacy of host country contributions and to waive such contributions on a case-by-case basis. GH Office Directors have been delegated responsibility to make determinations regarding cost-sharing waivers. GH Office Director determines whether the host country must make a financial contribution and the amount of the contribution, if any. <u>NOTE</u> : These are <u>concurrences</u> only. The Director of M/OAA must approve all cost-sharing determinations.	COTR/AOTR prepares Office Director signs	Receives copy	N/A	N/A

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p.	<p>Non-competitive ASSISTANCE (Grants and Cooperative Agreements) waivers— amendments and follow-ons only</p> <p>ADS 303.3.6.5.a and ADS 303.3.6.6.c</p>	<p><u>Waivers of Competition for Assistance-Over \$20 million (Amendments and Follow-ons only):</u></p> <p>Two-memo process (GH internal memo and memo from GH to the Administrator). The Administrator or Deputy Administrator approves waiver requests to OAA for non-competitive grants and cooperative agreements in excess of \$20 million that are based on the amendments and follow-on exception. The AA/GH must make a recommendation to the Administrator regarding the waiver request.</p> <p><u>NOTE:</u> The General Counsel and the Procurement Executive must review and clear the action memo to the Administrator. These approvals may not be delegated.</p>	<p>AOTR prepares and signs internal memo</p> <p>Office Director signs THROUGH line of internal memo</p>	<p>Clears internal memo</p>	<p>Clears both memos</p>	<p>Approves internal memo and signs memo to A/AID (on FROM line)</p>

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q.	<p>Non-competitive ASSISTANCE (Grants and Cooperative Agreements) waivers—new and amendments</p> <p>ADS 303.3.6.5 and ADS 303.6.6.b</p> <p>*See “s.” and “p.” also</p>	<p><u>Waivers of Competition for Assistance-Over \$10 million (all exceptions):</u></p> <p>The AA/GH is required to approve waiver requests to OAA for all non-competitive grants and cooperative agreements in excess of \$10 million.</p> <p><u>NOTE:</u> The Assistant General Counsel for Acquisition and Assistance and the Procurement Executive must review and clear the action memo to the AA/GH. These approvals may not be delegated. Only those individuals serving or “acting” as AA/GH, OAA/D or AGC/A&A may clear.</p>	<p>AOTR prepares</p> <p>Office Director clears memo</p>	Clears	Clears	Approves
r.	<p>Non-competitive ASSISTANCE (Grants and Cooperative Agreements) waivers—new and amendments</p> <p>ADS 303.3.6.5 and ADS 303.3.6.6.a</p> <p>*See “s.” also</p>	<p><u>Waivers of Competition for Assistance-\$10 million and less (all exceptions):</u></p> <p>GC approves all non-competitive awards in excess of \$5 million. GH has determined that the DAA/GH recommends waiver requests to OAA for non-competitive grants and cooperative agreements for amounts of \$10 million or less.</p> <p><u>NOTE:</u> Noncompetitive awards of \$5 million or less do not require a GC lawyer’s clearance.</p>	<p>AOTR prepares and signs memo</p> <p>Office Director clears memo</p>	Clears	Signs and concurs	Informed of action

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s.	<p>Non-competitive ASSISTANCE (Grants and Cooperative Agreements) waivers—critical objectives only</p> <p>ADS 303.3.6.5.i</p> <p>*See “q.” and “r.” also</p>	<p><u>Waivers of Competition for Assistance- All Monetary Amounts (critical objectives only):</u></p> <p>The AA/GH approves waiver requests to OAA for grant and non-competitive agreements when the exception is based on critical objectives of the Foreign Assistance Program.</p>	Office Director signs or clears memo	Clears	Clears	Approves
t.	<p>Non-competitive ASSISTANCE (Grants and Cooperative Agreements) waivers— no-cost extensions</p> <p>ADS 303.3.6.5.a</p>	<p><u>Waivers of Competition for Assistance- No-cost extensions:</u></p> <p>Office Director approves all waiver requests to OAA for no-cost extensions of cooperative agreements and grants.</p>	<p>AOTR prepares and signs memo</p> <p>Office Director approves memo</p>	Clears	N/A	N/A

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u.	<p>Non-competitive ACQUISITION (Contracts) waivers– new and amendments</p> <p>ADS 302.3.4.1 AIDAR 706.3</p> <p><u>NOTE:</u> AA/GH, DAA/GH and Office Director’s responsibility varies depending on the exception used. (See AIDAR 706.302.70)</p>	<p><u>Waivers for Non-Competitive Acquisitions- Over \$10 million</u></p> <p>The AA/GH recommends waiver requests to OAA for non-competitive contracts.</p>	<p>COTR Prepares and signs memo</p> <p>Office Director signs or clears memo</p>	Clears	Clears	Signs
v.	<p>Non-competitive ACQUISITION (Contracts) waivers – new and amendments</p> <p>ADS 302.3.4.1 AIDAR 706.3</p>	<p><u>Waivers for Non-Competitive Acquisitions- Up to \$10 million:</u></p> <p>DAA/GH recommends waiver requests to OAA for non-competitive contracts.</p>	<p>COTR prepares and signs memo</p> <p>Office Director signs or clears memo</p>	Clears	Signs “Through” Line	Informed of action

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			Office Director, Program Element Team Leader, Division Chief, or COTR/AOTR	Strategic Planning Budget and Operations	Deputy Assistant Administrator	Assistant Administrator
W.	Non-competitive ACQUISITION (Contracts) waivers –new and amendments– impairment of foreign aid exception AIDAR 706.302.70	<u>Waivers for Non-Competitive Acquisitions- All Monetary Amounts</u> The AA/GH approves waiver requests to M/OAA for non-competitive contracts when the exception is based on impairment of the foreign aid programs.	COTR prepares and signs memo Office Director signs or clears memo	Clears	Clears	Approves
X.	Non-competitive ACQUISITION (Contracts) waivers– no cost extensions	<u>Waivers for Non-Competitive Acquisitions- No-cost extensions:</u> Office Director approves all waiver request memos to M/OAA for no-cost extensions for contracts.	COTR prepares and signs memo	Clears	N/A	N/A

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