

PART 2006 - MANAGEMENT

Subpart G - Designation of Acting Officials

§ 2006.301 General.

(a) The officials listed in §2006.302 of this Instruction can designate qualified subordinate employees to act in the positions of such officials and positions under the supervision of such officials when the incumbents are absent from their duty headquarters.

(b) A designation as an acting official cannot be for more than 240 days without prior approval of the Office of Personnel Management (OPM). Competitive promotion procedures must be used if an employee is in an acting capacity in a higher grade for more than 120 days. No employee with less than 3 months in an appointment made from an OPM register can hold an acting position for more than 30 days.

(c) The regular incumbent keeps all the rights of the delegated position while on duty status, including official travel and return to duty during approved leave.

§ 2006.302 Authorities.

The following officials can appoint acting officials.

(a) Offices other than State, Area, and Local Offices.

(1) The Administrator appoints the Acting Administrator and acting officials for any other jobs on the immediate staff.

(2) The head of each unit of the National Office and the St. Louis, Missouri Office can appoint a subordinate to act in that position.

(b) State Office.

(1) The State Director can appoint an acting official for any position in the State, including State Director.

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§ 2006.302(b) (Con.)

(2) If an Acting State Director is to be appointed for more than 30 days, the Under Secretary for Rural Development must be informed of the approximate period of absence, the name and title of the designee, and any special delegations the State Director holds. The Under Secretary for Rural Development or designee will approve the delegation instrument and return it to the State.

(c) Area Offices. A Rural Development Manager can designate an Assistant Loan Specialist, or a Community Development Manager as acting, but must show the order of precedence among any other individuals in similar positions.

(d) Local Offices. A Community Development Manager can designate an Assistant Community Development Manager as acting, but must show the order of precedence among any other Assistant Community Development Managers.

§ 2006.303 [Reserved]

§ 2006.304 Authority of acting officials.

(a) Extent of authority. An employee in an acting position has all the authorities of the incumbent, except those held by special delegation or further delegation to individuals. Persons acting for an incumbent who is a certifying officer do not have certifying authority unless previously designated.

(b) Length of designation. Designations are effective until revised or revoked in writing or for the period prescribed in the designation document. See § 2006.301(b) of this Instruction for limitations on designations.

(c) Signature of acting official. Acting officials will sign official documents in the format shown in § 2030.8(d) of RD Instruction 2030-A or as provided in the United States Government Correspondence Manual.

§ 2006.305 Preparation and distribution of designation documents.

(a) Preparation. The following format may be used to designate acting officials.

§ 2006.305(a) (Con.)

DESIGNATION OF ACTING \_\_\_\_\_

In my authority as \_\_\_\_\_ (title) , I designate \_\_\_\_\_ (name) , \_\_\_\_\_ (\*\*title) , \_\_\_\_\_ (location) , to act as \_\_\_\_\_ (title) during the absence of \_\_\_\_\_ (name) , \_\_\_\_\_ (title) , \_\_\_\_\_ (location) , from \_\_\_\_\_ (date) until \_\_\_\_\_ (name) returns to duty, or until \_\_\_\_\_ (date) , whichever is earlier, and I give to the Acting \_\_\_\_\_ (title) all the rights, privileges, duties and powers of the position, except:

- (1)\* \_\_\_\_\_
(2)\* \_\_\_\_\_

\_\_\_\_\_  
(Signature)
\_\_\_\_\_  
(Title)
\_\_\_\_\_  
(Date)

(\* List among exceptions any special delegation and further delegations to the regular incumbent (see RD Instruction 2006-F). Authority to execute deeds, releases, etc. which have an effect on the title to real estate will not be excluded, but an acting State Director can use this authority only to stop serious delay in Rural Development business.)

(\*\* In designations of Acting Community Development Managers (see §2006.302(d) or Acting Rural Development Managers (See §2006.302(c)) the language will be " \_\_\_\_\_ (title), \_\_\_\_\_ (location), to be Acting Community Development Manager (Rural Development Manager) when I am absent from this Local Office (Area Office) and I hereby give to the Acting \_\_\_\_\_ (title) all the rights, privileges, duties, and powers of the position, ...")

(b) Distribution. Designations and revocations and changes to them will be made in writing for distribution as follows:

- (1) The original will be given to the designee. A copy will be filed in the "Authority, Delegation of" file in the originating office. Another copy will be given to the State Director for filing in the designee's Official Personnel Folder (or to the Director, Finance Office, for employees of that office or to the Personnel Division for employees of the National Office staff).
(2) If the designee will not be in the originating office, the "Authority, Delegation of" file in the office where the designee will be acting receives a copy.

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(3) If the designation is for a position other than that of the designator, the regular incumbent will receive a copy.

(4) For designations made in Local or Area Offices, a signed copy will go to the State Office to be put in the "A52--Authority, Delegation of" file.

§§ 2006.306 - 2006.350 [Reserved]

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