

## Order

ATF O 1100.168C

SUBJECT: DELEGATION ORDER – DELEGATION OF  
AUTHORITIES WITHIN THE BUREAU OF ALCOHOL,  
TOBACCO, FIREARMS AND EXPLOSIVES

DATE: 11/5/2018  
OPI RECERTIFICATION  
DATE: 11/5/2023  
OPI: 400000

TO: All ATF Employees

1. PURPOSE. This order provides a single repository for all delegations of authority—except the order of succession—within the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).
2. BACKGROUND. The Homeland Security Act of 2002, Public Law 107-296 dated November 25, 2002, transferred ATF from the Department of the Treasury to the Department of Justice (DOJ). Title 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives, authorizes the establishment of ATF within DOJ; and 28 CFR §§ 0.130 through 0.133, functions, delegations, and continuity of regulations of ATF, provide the authority to carry out ATF functions.
3. REFERENCE. ATF O 1100.59I, Emergency Orders of Succession, dated April 10, 2014, provides the order of succession and delegation of authority in all circumstances, regardless of emergency, in which ATF's Bureau head is absent, becomes disabled, or is otherwise unavailable.
4. CANCELLATION. ATF O 1100.168B, Delegation of Authorities Within the Bureau of Alcohol Tobacco, Firearms and Explosives, dated October 27, 2015, is cancelled.
5. DELEGATIONS OF AUTHORITY. Exhibit 1, Table of Delegations, provides a single repository for ATF's delegation of authorities. Using ATF O 1310.1C, Subject Classification and Filing System, the delegations of authority are listed by:
  - a. Numerical 4-digit subject code;
  - b. The subject title associated with the 4-digit code; and
  - c. A specific subject line, when needed, to help personnel locate a specific delegation of authority.
6. VACANT DIRECTORSHIP. During such time that there is no incumbent confirmed Director or acting Director, all authorities that are vested in the Director, and that are delegated to or reserved by the Director by this order, by any other ATF directive (order, brief, handbook) or because there is no existing redelegation, are hereby redelegated to the ranking ATF official in the order established by ATF O 1100.59I, Emergency Orders of Succession, to the extent such redelegation does not conflict with any applicable and superior law, regulation, Executive order and/or Department of Justice directive.
7. ABBREVIATIONS. Exhibit 2 provides a list of abbreviations used in Exhibit 1.
8. QUESTIONS. Questions regarding a particular delegation of authority should be addressed by the office of primary interest (OPI) listed for each delegation. General phone numbers for each ATF directorate are available on the ATFWeb portal.

  
Deputy Director

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THE FOLLOWING PAGES (3 – 59)  
OUTLINE THE DELEGATIONS OF AUTHORITY  
FOR THE  
BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES

TABLE OF DELEGATIONS

**1000 SUBJECT CLASSIFICATION CODE DELEGATION ORDERS**

**1051 – Internal Controls**

**OPI: Office of Management**

| Authority Citation   | Authority Narrative  | Delegation      | Redelegation                         |
|--|--|-----------------|--------------------------------------|
| <p>Office of Management and Budget (OMB) Circular A-123 (Revised), <i>Management's Responsibility for Internal Controls</i>, dated 7/15/2016</p> | <p>Approve ATF's Annual Statement of Assurance and Update to the Statement of Assurance to assure the Attorney General that:</p> <ol style="list-style-type: none"> <li>1. Obligations and costs comply with applicable laws;</li> <li>2. Assets are safeguarded against waste, fraud, abuse, mismanagement, or misappropriation;</li> <li>3. Revenues and expenditures applicable to ATF operations are properly recorded and accounted for so that accounting, financial, and statistical reports may be prepared and accountability of the assets may be maintained;</li> <li>4. Programs are efficiently and effectively carried out in accordance with applicable laws and management policies.</li> </ol>  | <p>Director</p> | <p>Chief Financial Officer (CFO)</p> |
| <p>ATF O 1051.1E, <i>ATF Internal Control Improvement Program</i>, dated 4/18/2011</p>   | <p>Plan, direct, and evaluate ATF's implementation of internal controls in accordance with section 2 and section 4 of the Federal Managers Financial Integrity Act (FMFIA), and related OMB and DOJ policies.</p> <p>Serve as ATF's representative on DOJ's Senior Assessment Team to oversee the Department's implementation of new requirements under OMB Circular A-123.</p> <p>Chair the ATF Component Assessment Team (CAT) to:</p> <ol style="list-style-type: none"> <li>1. Facilitate the implementation of guidance from DOJ's Senior Assessment Team (SAT) regarding internal controls;</li> <li>2. Review and document policies, procedures, and process maps;</li> <li>3. Coordinate assessment and testing activities to comply with the requirements of OMB's Circular A-123 and accompanying appendices.</li> </ol> | <p>CFO</p>      | <p>May not be redelegated</p>        |

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|  | Integrate ATF internal control activities with other management requirements and policies. |  |  |
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**1110 - Field Operations (General) [Prior DO – ATF O 1100.1A]**  
**Specific Subject: Authority to Approve Funds for Investigative Purposes**  
**OPI: Office of Field Operations**

| Authority Citation   | Authority Narrative  | Delegation                                    | Redelegation                           |
|--|--|---|--|
| <p>Title 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives, and</p> <p>Title 28 CFR, part 0, subpart W, § 0.130, General Functions</p>   | To approve the expenditures of funds for investigative purposes.   | Assistant Director (AD) Field Operations (FO) | May be redelegated as specified below: |
|  | To approve the use of flash rolls in amounts over \$50,000.  |   |  |
|  | To approve expenditures exceeding \$100,000 in a single investigation and consider the investigation for potential inclusion in the Monitored Case Program.  | Deputy Assistant Directors (DADs) (FO)        | May not be redelegated                 |
|  | To approve the purchase of narcotics in ATF investigations that exceed \$20,000 for a single purchase per suspect or exceed a cumulative total of \$20,000 per suspect, including Organized Crime Drug Enforcement Task Force (OCDETF) and High Intensity Drug Trafficking Area (HIDTA). |   |  |
|  | To approve the use of flash rolls over \$25,000 and up to \$50,000.  |   |  |
|  | To approve expenditures up to \$100,000 in a single investigation. This requirement applies to all investigations, including OCDETF and HIDTA.   | Special Agents In Charge (SACs)/(FO)          | May not be redelegated                 |
|  | To approve the expenditure of funds for the purchase of evidence within ATF jurisdiction.  |   |  |
| To approve the purchase of narcotics in ATF investigations, which is limited to \$20,000 for a single purchase per suspect or a cumulative total of \$20,000 per suspect, including OCDETF and HIDTA investigations. |  |   |  |



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|  | <p>4. Render final decisions and issue final notices confirming or reversing suspension of Federal firearms licenses;</p> <p>5. Issue notices of revocation for Federal firearms licenses;</p> <p>6. Render final decisions and issue final notices confirming or reversing revocation of Federal firearms licenses;</p> <p>7. Issue notices of imposition of civil fines to FFLs;</p> <p>8. Render final decisions and issue final notices confirming or reversing imposition of civil fines to FFLs; and</p> <p>9. Postpone the effective date of suspension or revocation of a Federal firearms license or authorize continued operations under the expired license, as applicable, pending judicial review.</p> |          |                        |
| <p>Title 18 U.S.C. § 922, Unlawful Acts, and</p> <p>Title 27 CFR § 478.78, Operations by Licensee after Notice</p> | <p>The authority delegated to the DIOs does not include any matter that the Deputy Assistant Director (Industry Operations) (DAD (IO)) has determined to involve novel or unusual issues of fact, law, or enforcement policy; matters of national or international significance; or matters that involve or are related to issues arising in more than one ATF field division. When such a determination has been made, all the authorities delegated to the DIOs are hereby delegated to the DAD (IO).</p>   | DAD (IO) | May not be redelegated |

**1150 - Management/Administration [Prior DO – ATF O 1150.13]**  
**Specific Subject: Designation of Acting Supervisory Officials**  
**OPI: Office of Management**

| Authority Citation  | Authority Narrative   | Delegation                                    | Redelegation                  |
|---|---|---|-------------------------------|
| <p>Title 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives, and</p> | <p>To allow supervisors, when appropriate, to use e-mail to designate and notify acting supervisors. At a minimum, the official e-mail notification must be sent to individuals who report directly</p> | <p>ATF personnel in supervisory positions</p> | <p>May not be redelegated</p> |

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| <p>Title 28 CFR §§ 0.130 through 0.133, Functions, delegations and continuity of regulations of ATF</p> <p><i>ATF O 1100.59I, Delegation Order – Emergency Order of Succession, dated 4/10/14</i></p> | <p>to the supervisor, the individual to whom the supervisor reports, and any other individual(s) who need to be advised. An official e-mail notification is not required if an existing document or order designates a temporary acting official.</p> <p>In the event of an emergency, ATF O 1100.59I designates the order of succession for the Director to ensure the continuity of ATF functions. Under these circumstances no e-mail notification is required.</p> |  |  |
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**1180 - Professional Responsibility and Security Operations [Prior DO – ATF O 1180.2]**  
**OPI: Office of Professional Responsibility and Security Operations**

| Authority Citation  | Authority Narrative  | Delegation  | Redelegation                  |
|---|--|---|-------------------------------|
| <p>Title 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives, and</p> <p>Title 28 CFR §§ 0.130 through 0.133, Functions, delegations and continuity of regulations of ATF</p> | <p>To designate a Chief Security Officer (CSO) who, in this capacity, acts as the executive level point of contact for all security matters for ATF and strategically directs policy and oversight related to security and emergency preparedness activities for the directorates, field divisions and their components, employees, and contractors.</p> <p>The CSO supports the Chief Information Officer (CIO) in the area of security policy related to information technology (IT) and the telecommunications environment.</p> | <p>AD (Office of Professional Responsibility and Security Operations) (OPRSO)/CSO</p> | <p>May not be redelegated</p> |

**1320 - Public Use Reports [Prior DO – ATF O 1150.17]**  
**Specific Subject: Recordkeeping Requirements**  
**OPI: Office of Management**

| Authority Citation  | Authority Narrative  | Delegation   | Redelegation               |
|---|--|--|----------------------------|
| <p>Title 41 CFR, Parts 102 through 193, Creation, Maintenance, and Use of Records</p> | <p>To maintain a current inventory of all OMB-approved information collections; prepare Federal Register (FR) notices requesting public approval and solicitation of comments for ATF information collections; ensure information collections are reviewed and certified by the Justice Management Division (JMD); and prepare the annual information collection report.</p> | <p>AD, Office of Science and Technology, (OST)</p> | <p>Chief of Staff, OST</p> |

**1330 - Document Services and Standards [Prior DO – ATF O 1150.17]**  
**Specific Subject: Directives (Brief, Order, and Handbook)**  
**OPI: Office of Management**

| Authority Citation   | Authority Narrative  | Delegation   | Redelegation   |
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| Title 41 CFR, Part 102-193, Creation, Maintenance, and Use of Records  | To sign directives with respect to the overall ATF mission, function, and organization, as well as selected directives issued to comply with Executive Orders (E.O.) or DOJ authorities.   | Deputy Director (DD)   | May be redelegated to a member of the Senior Executive Service (SES) within the Office of the Director. May not be further redelegated |
| Title 41 CFR, Part 102-193, Creation, Maintenance, and Use of Records  | To sign directives under specific areas of responsibility.   | ADs; Chief, Office of Strategic Management; Ombudsperson; and Chief Counsel (CC) | May not be redelegated   |
| Title 41 CFR, Part 102-193, Creation, Maintenance, and Use of Records (directives), and<br><br>Title 44 U.S.C., Chapter 29, Records Management by the Archivist of the United States | To establish standards and procedures to ensure efficient and effective management of agency internal procedures, policies, responsibilities, instructions, guidelines (e.g., directives). | AD, Office of Management, (OM)   | May be redelegated to Chief of Staff, OM   |

**1340 - Records Management [Prior DO – ATF O 1150.17]**  
**OPI: Office of Science and Technology**

| Authority Citation  | Authority Narrative   | Delegation | Redelegation  |
|---|---|------------|---|
| DOJ Policy 0801.02, Removal of and Access to Department of Justice Information, dated 12/18/2014. | To approve requests from current, departing and former ATF employees who are removing or accessing ATF documents. | Director   | DD; Ombudsperson; Chief, Office of Strategic Management; Chief, Deputy Chief Office of Equal Employment Opportunity (OEEO); ADs; CC; Deputy Chief Counsel; Associate Chief Counsel(s); Division Counsel(s); |



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|  |   |          | Headquarters staff, division, deputy division, branch and section chiefs; Director, Laboratory Services; Chief(s), laboratories; Chair, Professional Review Board (PRB); Chief, Recruitment Hiring, and Staffing Center, Special Agents in Charge; Directors of Industry Operations (DIOs); Assistant Special Agents in Charge (ASACs); Resident Agents in Charge (RACs); Area Supervisors (AS); and Group Supervisors (GS) |
| Title 44 U.S.C., chapter 31, Records Management by Agency Heads, Title 44 U.S.C., chapter 33, Disposal of Records<br><br>And<br><br>Title 36 CFR, Part 1220, Federal Records | To implement the Federal laws and regulations governing the creation, collection, organization, maintenance, use, and disposition of records. | AD (OST) | ATF Records Officer   |
| Title 41 CFR, Part 102-193, Creation, Maintenance, and Use of Records (forms).   | To establish standards and procedures to ensure efficient and effective management of agency forms.   | AD (OST) | Chief of Staff, OST   |

**1350 - Printing Management Program [Prior DO – ATF O 1150.17]**

**OPI: Office of Public and Governmental Affairs**

| Authority Citation                             | Authority Narrative  | Delegation                | Redelegation           |
|--|--|---------------------------|------------------------|
| Title 44 U.S.C., Public Printing and Documents | To establish standards and procedures to ensure efficient and effective management of all Bureau printing, copying, and distribution services. | Chief, Print Media Branch | May not be redelegated |

**1360 - Mail Management Program [Prior DO – ATF O 1150.17]**

**OPI: Office of Management**

| Authority Citation  | Authority Narrative   | Delegation   | Redelegation                      |
|---|---|--|-----------------------------------|
| Title 39 CFR, Subchapter C, Part III, Post Office Services (Domestic Mail), and<br><br>Title 41 CFR, Parts 102 through 192, Mail Management (Mail Security) | To implement and operate ATF's Mail Management Programs to include mail security. | Chief, Property, Acquisitions and Safety Division (PASD) | Chief, Materiel Management Branch |

**1400 - Acquisition [Prior DO – ATF O 1150.17]**

**Specific Subject: Procurement**

**OPI: Office of Management**

| Authority Citation  | Authority Narrative   | Delegation                              | Redelegation   |
|---|---|---|--|
| Title 48 CFR, Chapter 1, Federal Acquisition Regulation (FAR); Small Business Act (SBA); Title 48 CFR, Chapter 28, Justice Acquisition Regulations (JAR); Regulations and orders issued by DOJ to include, but not limited to, Attorney General (AG) Order No. 2649-2003, and JAR, subpart 2801.601; Title 41 CFR, Chapter 101, Federal Property Management Regulations; Title III of the Federal Property and Administrative Services Act of 1949, as amended (41 U.S.C. §§ 251 through 260); and regulations and policies | To use the provisions of Title III of the Federal Property and Administrative Services Act of 1949, as amended, when procuring goods and services, and real property. | Bureau Chief Procurement Officer (BCPO) | Contracting Officers (CO)<br><br>Contract Specialists (CS)<br><br>Based on Warrant Authority |

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| <p>issued by the Office of Federal Procurement Policy (OFPP), Office of Management and Budget (OMB)</p>  |  |  |  |
| <p>Title 48 CFR, Chapter 1, FAR; SBA; Title 48 CFR, Chapter 28, JAR; Regulations and orders issued by DOJ to include, but not limited to, AG Order No. 2649-2003, and JAR, subpart 2801.601; Title 41 CFR, Chapter 101, Federal Property Management Regulations; Title III of the Federal Property and Administrative Services Act of 1949, as amended (41 U.S.C. §§ 101 et, seq., Public Contracts); and regulations and policies issued by the OFPP, OMB; Small Business Act (15 U.S.C. § 631, et. seq.)</p> | <p>To act as a CO of the United States and charge card holder, in accordance with the FAR, DOJ and ATF regulations and policies. (See FAR 10.301, FAR 1.603-3, Appointment).</p> | <p>Bureau Chief Procurement Officer (BCPO)</p> | <p><u>COs:</u><br/>Authority is stated in FAR, subpart 1.6; and JAR, subpart 2801.601; FAR subpart 5.5; JAR subpart 2805.5; Federal Property and Administrative Services Act of 1949; Office of Federal Procurement Policy; FAR, 48 CFR Parts 1 and 5; Federal Property Management Regulations, 41 CFR chapter 101; and regulations issued by DOJ to include, but not limited to, 48 CFR Chapter 28, 48 CFR Chapters 1 and 5, Attorney General Order No. 2649-2003 and JAR, subpart 2801.601</p> <p><u>Delegated Government Charge Card holder:</u><br/>Individuals who have delegated procurement authority to use the Government Charge Card for the micro-purchase threshold per transaction are limited to the</p> |

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|  |   |  | restrictions stated in the delegation for Chief, Acquisition Branch |
| Title 48 CFR, Chapter 1, FAR; SBA; Title 48 CFR, Chapter 28, JAR; Regulations and orders issued by DOJ to include, but not limited to, AG Order No. 2649-2003, and JAR, subpart 2801.601; Title 41 CFR, Chapter 101, Federal Property Management Regulations; Title III of the Federal Property and Administrative Services Act of 1949, as amended (41 U.S.C. §§ 251 through 260); and regulations and policies issued by the OFPP, OMB | To receive and use a Government Charge Card to procure goods or services, in accordance with DOJ and ATF regulations and policies.  | Bureau Chief Procurement Officer (BCPO)          | Authorized ATF employee   |
| Title 48 CFR, Chapter 1, FAR; SBA; Title 48 CFR, Chapter 28, JAR; Regulations and orders issued by DOJ to include, but not limited to, AG Order No. 2649-2003, and JAR, subpart 2801.601; Title 41 CFR, Chapter 101, Federal Property Management Regulations; Title III of the Federal Property and Administrative Services Act of 1949, as amended (41 U.S.C. §§ 251 through 260); and regulations and policies issued by the OFPP, OMB | As required by §20 of the Office of Federal Procurement Policy Act (FAR, Subpart 6.5), the head of each executive agency shall designate a competition advocate for the agency and for each procuring activity of the agency.   | Competition Advocate (AD/OM)                     | May not be redelegated  |
| Title 48 CFR, Chapter 1, FAR; SBA; Title 48 CFR, Chapter 28, JAR; Regulations and orders issued by DOJ to include, but not limited to, AG Order No. 2649-2003, and JAR, subpart 2801.601; Title 41 CFR,  | The head of the agency shall designate a Task-Order and Delivery Order Ombudsman (FAR 16.505 (b)(8)). The Ombudsman must review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures in the contract. | Task Order and Delivery Order Ombudsman; DAD(OM) | May not be redelegated  |



**1500 - Travel and Transportation [Prior DO – ATF O 1151.4]  
Specific Subject: Local and Temporary Duty Travel (TDY)  
OPI: Office of Management**

| Authority Citation   | Authority Narrative   | Delegation  | Redelegation                  |
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| <p>Title 5 U.S.C. Chapter 57, Subchapter I,</p> <p>Title 28 CFR § 0.138,<br/>Federal Bureau of Investigation, Drug Enforcement Administration, Bureau of Alcohol, Tobacco, Firearms and Explosives, Bureau of Prisons, Federal Prison Industries, Immigration and Naturalization Service, United States Marshals Service, Office of Justice Programs, Executive Office for Immigration Review, Executive Office for United States Attorneys, Executive Office,</p> <p>Title 28 CFR § 0.142</p> <p>Title 41 CFR, Chapters 300 through 304, Federal Travel Regulation,</p> <p><i>DOJ Order 2200.11J, Department of Justice Travel Regulations, dated 10/12/2018, and</i></p> <p><i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i></p> | <p>To approve local and TDY and associated reimbursable expenses except as follows below.</p> | <p>Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission.</p> |                               |
| <p>Title 5 U.S.C. Chapter 57, Subchapter I,</p> <p>Title 28 CFR § 0.138,</p> <p>Title 28 CFR § 0.142</p> <p><i>DOJ Order 2200.11J, Department of Justice Travel Regulations, dated 10/12/2018, and</i></p>   | <p>To approve TDY and associated reimbursable expenses for the Director.</p>                  | <p>Deputy Attorney General and the Associate Attorney General</p>   | <p>May not be redelegated</p> |

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| <p><i>ATF O 1500.3A,<br/>Temporary Duty Station<br/>Travel Policy Manual,<br/>dated 9/19/2016</i></p>   |   |   |  |
| <p>Title 5 U.S.C. Chapter 57, Subchapter I,<br/><br/>Title 28 CFR § 0.138,<br/><br/>Title 28 CFR § 0.142<br/><br/><i>DOJ Order 2200.11J,<br/>Department of Justice<br/>Travel Regulations,<br/>dated 10/12/2018, and<br/><br/>ATF O 1500.3A,<br/>Temporary Duty Station<br/>Travel Policy Manual,<br/>dated 9/19/2016</i></p>   | <p>To approve foreign TDY and associated reimbursable expenses for the Director and Deputy Director</p>     | <p>Deputy Attorney General and the Associate Attorney General</p> | <p>May not be redelegated</p>  |
| <p>Title 5 U.S.C. Chapter 57, Subchapter I,<br/><br/>Title 28 CFR § 0.138, and<br/><br/>Title 28 CFR § 0.142<br/><br/><i>ATF O 1500.3A,<br/>Temporary Duty Station<br/>Travel Policy Manual,<br/>dated 9/19/2016</i></p>  | <p>To approve TDY and associated reimbursable expenses of personnel detailed to ATF.</p>                    | <p>Deputy Director</p>  | <p>ADs, DADs, CC, Deputy Chief Counsel, Field SACs, Division Chiefs, and Chief, FMD/DCFO Branch Chiefs</p> |
| <p>Title 5 U.S.C. Chapter 57, Subchapter I,<br/><br/>Title 28 CFR § 0.138,<br/><br/>Title 28 CFR § 0.142<br/><br/>Title 41 CFR, Chapters 300 through 304, Federal Travel Regulation,<br/><br/><i>DOJ Order 2200.11J,<br/>Department of Justice<br/>Travel Regulations,<br/>dated 10/12/2018, and<br/><br/>ATF O 1500.3A,<br/>Temporary Duty Station<br/>Travel Policy Manual,<br/>dated 9/19/2016</i></p> | <p>To approve premium class travel, or any class of travel that costs more than coach or economy class.</p> | <p>Deputy Director</p>  | <p>May not be redelegated</p>  |

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| <p>Title 5 U.S.C. Chapter 57, Subchapter I,<br/>Title 28 CFR § 0.138,<br/>Title 28 CFR § 0.142<br/>Title 41 CFR, Chapters 300 through 304,<br/>Federal Travel Regulation,<br/><i>DOJ Order 2200.11J, Department of Justice Travel Regulations, dated 10/12/2018, and</i><br/><i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i></p> | <p>To approve premium class travel, or any class of travel that costs more than coach or economy class, for the Director.</p> | <p>Deputy Attorney General and the Associate Attorney General</p> | <p>May not be redelegated</p> |
| <p>Title 5 U.S.C. Chapter 57, Subchapter I,<br/>Title 28 CFR § 0.138,<br/>Title 28 CFR § 0.142<br/>Title 41 CFR, Chapters 300 through 304,<br/>Federal Travel Regulation,<br/><i>DOJ Order 2200.11J, Department of Justice Travel Regulations, dated 10/12/2018, and</i><br/><i>ATF O 1500.3A, Temporary Duty Station Travel Policy, dated 9/19/2016</i></p>        | <p>To approve up to 150 percent of lodging per diem reimbursement (prior to travel).</p>                                      | <p>CFO</p>  | <p>May not be redelegated</p> |
| <p>Title 5 U.S.C. Chapter 57, Subchapter I,<br/>Title 28 CFR § 0.138,<br/>Title 28 CFR § 0.142<br/>Title 41 CFR, Chapters 300 through 304,<br/>Federal Travel Regulation,</p>   | <p>To approve 150 to 300 percent of lodging per diem reimbursement.</p>   | <p>CFO</p>  | <p>May not be redelegated</p> |



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| <p><i>DOJ Order 2200.11J, Department of Justice Travel Regulations, dated 10/12/2018, and</i></p> <p><i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i></p>  |   |   |                               |
| <p>Title 5 U.S.C. Chapter 57, Subchapter I,<br/>Title 28 CFR § 0.138,<br/><br/>Title 28 CFR § 0.142</p> <p>Title 41 CFR, Chapters 300 through 304,<br/>Federal Travel Regulation,</p> <p><i>DOJ Order 2200.11J, Department of Justice Travel Regulations, dated 10/12/2018, and</i></p> <p><i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i></p>      | <p>To accept payments from non-Federal sources for travel expenses.</p> | <p>CFO</p>  | <p>May not be redelegated</p> |
| <p>Title 5 U.S.C. Chapter 57, Subchapter I,<br/><br/>Title 28 CFR § 0.138,<br/><br/>Title 28 CFR § 0.142</p> <p>Title 41 CFR, Chapters 300 through 304,<br/>Federal Travel Regulation,</p> <p><i>DOJ Order 2200.11J, Department of Justice Travel Regulations, dated 10/12/2018, and</i></p> <p><i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i></p> | <p>To approve use of foreign carrier service.</p>                       | <p>CFO</p>  | <p>May not be redelegated</p> |
| <p><i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i></p>  | <p>To Approve the Advance Payment of Lodging</p>                        | <p>Traveler's first line supervisor or other official at least one organizational level</p> | <p>May not be redelegated</p> |

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|  |   | higher than the traveler and who knows whether the travel supports ATF's mission.  |                        |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve the Cancellation of Trip/Fees (no fault of traveler) | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve the Cancellation of Trip/Fees (fault of traveler)    | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve Conferenced (\$500,000.00 or more)                   | Deputy Director/Director and the Deputy Attorney General   | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve Conferences (\$250,000.00 to \$500,000.00)           | Deputy Director/Director and the Deputy Attorney General   | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve Conferences (\$100,000.00 to \$250,000.00)           | Deputy Director/Director and the Associate Attorney General  | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve Conferences Lodging Allowance (up to 25% > per diem) | AD (OM)/CFO  | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve the usage of Reasonable Accommodations               | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve Evacuation Travel                                    | Assistant Director   | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station</i>                                       | To Approve Travel to Escort Employee Remains                    | Assistant Director   | May not be redelegated |

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| <i>Travel Policy Manual, dated 9/19/2016</i>                                       |  |  |                        |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve Extra-fare Train Service (when advantageous)                        | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve the Usage of a GOV  | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve the Use of Government Aircraft                                      | Chief Counsel  | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve Travel to Alternate Location because of Illness or Injury           | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To approve Per diem Beyond 14 day Period due to Illness or Injury while on TDY | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | Paper Airline Ticket – Special Delivery Charge                                 | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve the Usage of a POV  | Traveler's first line supervisor or other official at least one organizational level higher than the traveler  | May not be redelegated |

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|  |                                       | and who knows whether the travel supports ATF's mission.   |                        |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve the Usage of a Rest Stop   | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual, dated 9/19/2016</i> | To Approve the Usage of a Rest Period | Traveler's first line supervisor or other official at least one organizational level higher than the traveler and who knows whether the travel supports ATF's mission. | May not be redelegated |

**1500 - Travel and Transportation [Prior DO – ATF O 1151.4]  
Specific Subject: Permanent Change of Station (PCS)  
OPI: Office of Management**

| <b>Authority Citation</b>  | <b>Authority Narrative</b>                                 | <b>Delegation</b>      | <b>Redelegation</b>    |
|--|--|------------------------|------------------------|
| Title 5 U.S.C. Chapter 57, Subchapter II ,<br><br>Title 28 CFR § 0.138,<br><br>Title 28 CFR § 0.142,<br><br>Title 41 CFR, Chapters 300 through 304, Federal Travel Regulation, and<br><br>ATF O 1550.1A, Permanent Change of Station Manual, dated 10/3/2016 | To approve PCS moves and associated reimbursable expenses. | Deputy Director        | ADs and CC             |
| Title 5 U.S.C. Chapter 57, Subchapter II ,<br><br>Title 28 CFR § 0.138,<br><br>Title 28 CFR § 0.142,<br><br>Title 41 CFR, Chapters 300 through 304, Federal Travel Regulation, and<br><br>ATF O 1550.1A, Permanent Change of Station Manual, dated 10/3/2016 | To approve home marketing incentive awards.                | Financial Manager/DCFO | May not be redelegated |

**1500 - Travel and Transportation [Prior DO – ATF O 1151.4]  
Specific Subject: Travel and Relocation Guidance  
OPI: Office of Management**

| <b>Authority Citation</b>   | <b>Authority Narrative</b>   | <b>Delegation</b> | <b>Redelegation</b>    |
|---|--|-------------------|------------------------|
| Title 41 CFR, Chapters 300 through 304, Federal Travel Regulation | To establish standards, requirements and guidelines for travel and relocation. | CFO               | May not be redelegated |

**1600 - Occupational Safety and Health Programs [Prior DO – ATF O 1150.17]**

**OPI: Office of Management**

| Authority Citation   | Authority Narrative  | Delegation | Redelegation   |
|--|--|------------|--|
| E.O. 12196, <i>Occupational Safety and Health Programs for Federal Employees</i> , dated 2/26/1980 | To implement and operate ATF's safety and health programs. | CFO        | Chief, PASD and Chief, Safety, Compliance and Quality Branch |

**1640 - Environmental Programs [Prior DO – ATF O 1150.17]**

**OPI: Office of Management**

| Authority Citation   | Authority Narrative                                    | Delegation | Redelegation   |
|--|--|------------|--|
| Title 29 CFR, Part 1960, Basic Program, Elements for Federal Employees Occupational Safety and Health Programs, and<br><br>E.O. 13423, Strengthening Federal Environmental, Energy, and Transportation Management, dated 1/24/07 | To implement and operate ATF's environmental programs. | CFO        | Chief, PASD and Chief, Safety, Compliance and Quality Branch |

**1770 - Security and Protective Services [Prior DO – ATF O 1155.1]**

**OPI: Office of Professional Responsibility and Security Operations**

| Authority Citation  | Authority Narrative   | Delegation   | Redelegation   |
|---|---|--|--|
| DOJ Order 2600.2D, Security Programs and Responsibilities, dated 06/16/2011 | To operate physical security programs; to establish and monitor security of all ATF facilities including access and visitor control.<br><br>To implement identification (ID) media policy; authority to generate and issue all credentials and ID media for employees, Task Force Officers (TFOs), and contractors. | AD (Office of Professional Responsibility and Security Operations) (OPRSO)/CSO | May not be Redelegated. The AD, OPRSO, has designated the Chief, Security and Emergency Programs Division to carry out the duties of security and protective program |

**1830 - Realty Management [Prior DO – ATF O 1150.17]  
OPI: Office of Management**

| Authority Citation                                    | Authority Narrative  | Delegation   | Redelegation                        |
|---|--|--|-------------------------------------|
| Title 41 CFR, Part 101, Federal Management Regulation | Appointment as Bureau Real Property Officer  | Chief, Property, Acquisitions and Safety Division (PASD) | Chief, Facilities Management Branch |
| Title 41 CFR, Part 101, Federal Management Regulation | To acquire, use, maintain, and release space in accordance with the Federal Management Regulations (FMR), General Services Administration (GSA) guidelines, and other relevant requirements. | Chief, PASD  | Chief, Facilities Management Branch |
| Title 41 CFR, Part 101, Federal Management Regulation | To issue requests for space to GSA and GSA Occupancy Agreements  | Chief, PASD  | Chief, Facilities Management Branch |
| Title 41 CFR, Part 101, Federal Management Regulation | To issue GSA Form 2957, Reimbursable Work Authorizations, when required for alterations, renovations, repairs, or services to real property occupied by ATF.                                 | Chief, PASD  | Chief, Facilities Management Branch |

**1840 - Claims and Judicial Actions [Prior DO – ATF O 1156.1A]  
OPI: Office of Chief Counsel**

| Authority Citation  | Authority Narrative  | Delegation      | Redelegation  |
|---|--|-----------------|---|
| Title 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964,<br><br>DOJ H.R. Order 1200.1, Chapter 4, Part 1,  | To settle informal and formal EEO complaints.  | Deputy Director | May be redelegated to AD or DAD (requires concurrence of CC, Deputy Chief Counsel or Associate Chief Counsel (Litigation or Management Division)) |
| Title 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives,<br><br>AG Order No. 2649-2003, January 22, 2003,<br><br>Title 28 CFR § 0.79, Redelegation of authority from Assistant Attorney | To delegate certain authorities pertaining to the settlement of monetary claims filed against ATF. | Chief Counsel   | Associate Chief Counsel (Litigation), but no lower  |

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| <p>General for Administration to Department officials,</p> <p>AG Order No. 832-79, 44 FR 29891, May 23, 1979,</p> <p>Title 28 CFR §§ 0.130 through 0.133, Functions, delegations, and continuity of regulations of ATF,</p> <p>AG Order No. 2650-2003, 68 FR 4926, January 31, 2003 as amended at 77 FR 51699, August 27, 2012,</p> <p>AG Order No. 3330-2012, 77 FR 26183, May 3, 2012,</p> <p>Title 28 U.S.C. § 2672, Federal Tort Claims Act (FTCA),</p> <p>Title 28 CFR § 0.172, Authority: Federal Tort Claims,</p> <p>AG Order No. 3330-2012, 77 FR 26183, May 3, 2012,</p> <p>Title 31 U.S.C. § 3724, Claims for damages caused by investigative or law enforcement officers of the Department of Justice,</p> <p>Title 28 CFR § 0.132, Delegation respecting claims against the Bureau of Alcohol, Tobacco, Firearms and Explosives,</p> <p>AG Order No. 3330-2012, 77 FR 26183, May 3, 2012,</p> | <p>To consider, ascertain, adjust, determine, compromise, and settle any claim filed against ATF for the negligent or wrongful acts or omissions of its employees.</p> <p>To settle any claim filed against ATF for personal injury, death, or damage to or loss of property caused by an investigative or law enforcement officer of the Department of Justice, which cannot be settled under the FTCA.</p> | <p>Chief Counsel, not to exceed \$50,000</p> <p>Chief Counsel, up to statutory limit of \$50,000</p> | <p>Associate Chief Counsel (Litigation), but no lower</p> <p>Associate Chief Counsel (Litigation), but no lower</p> |
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| <p>Title 31 U.S.C. § 3723, Small Claims Act,</p>   | <p>To settle any claim filed against ATF for damage to or loss of property caused by the negligence of its employees and which cannot be settled under the FTCA.</p>                             | <p>Chief Counsel, up to statutory limit of \$1,000</p> | <p>Associate Chief Counsel (Litigation), but no lower</p>   |
| <p>Title 31 U.S.C. § 3721, The Military Personnel and Civilian Employees Claims Act,<br/><br/>Form DOJ-110, April 2018, Claim for Damages to, or Loss of Personal Property</p> | <p>To settle any claim filed against ATF by its civilian employees for damage to or loss of the employee's property, when such damage or loss was incident to the employee's service to ATF.</p> | <p>Director, not to exceed \$75,000</p>                | <p>Chief Financial Officer, not to exceed \$40,000 and in consultation with the Office of Chief Counsel</p> |

**1850 - Property Management [Prior DO – ATF O 1150.17]  
OPI: Office of Management**

| Authority Citation  | Authority Narrative  | Delegation                               | Redelegation                          |
|---|--|--|---------------------------------------|
| <p>Title 41 CFR, Part 102-34, Motor Vehicle Management,<br/><br/>Title 41 CFR, part 102-36 through 39,<br/><br/>Title 41 CFR, Part 101, Federal Property Management Regulation, and<br/><br/>Title III of the Federal Property and Administrative Services Act of 1949, as amended (Title 41 U.S.C. §§ 251 through 260)</p> | <p>To maintain formal property records that show on a continuing basis the identification, balance, condition and location of all ATF accountable property. ATF approving official for all personal property transactions involving acquisition from ATF inventories, or excess from other agencies, and disposal.</p> | <p>Chief, Materiel Management Branch</p> | <p>Chief Fleet Management Section</p> |
| <p>Title 41 CFR, Part 102-34, Motor Vehicle Management,<br/><br/>Title 41 CFR, part 102-36 through 39,<br/><br/>Title 41 CFR, Part 101, Federal Property Management Regulation, and<br/><br/>Title III of the Federal Property and Administrative Services</p>  | <p>Responsible for the proper use, care, custody, and safekeeping of personal property.</p>  | <p>Custodial Officers</p>                | <p>May not be redelegated</p>         |

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| Act of 1949, as amended (Title 41 U.S.C. §§ 251 through 260)   |   |             |                                  |
| Title 41 CFR, Part 102-34, Motor Vehicle Management,<br><br>Title 41 CFR, part 102-36 through 39,<br><br>Title 41 CFR, Part 101, Federal Property Management Regulation, and<br><br>Title III of the Federal Property and Administrative Services Act of 1949, as amended (Title 41 U.S.C. §§ 251 through 260) | To maintain general managerial oversight of ATF's personal property management program. Ensure the effective use and disposal of personal property assets and determines (where sale of excess property is contemplated) whether to report the property to GSA for a fee for services rendered, or to sell or to contract for the sale of the property. | Chief, PASD | Chief Materiel Management Branch |

**1900 - Financial Management [Prior DO – ATF O 1151.4]  
Specific Subject: Allotment and Use of ATF Funds  
OPI: Office of Management**

| Authority Citation  | Authority Narrative   | Delegation      | Redelegation                         |
|---|---|-----------------|--------------------------------------|
| Title 31 U.S.C. § 6305, Using cooperative agreements, and<br><br><i>ATF O 1250.1A, Letters of Agreement, Cooperative Agreements, Memoranda of Agreement, Memoranda of Understanding, and Reimbursable Agreements, dated 8/22/2013</i> | To sign memoranda of agreement with state and local police departments where monetary obligations are incurred. | Deputy Director | CFO and Financial Manager/DCFO       |
| Title 31 U.S.C. § 6305, Using cooperative agreements, and<br><br><i>ATF O 1250.1A, Letters of Agreement, Cooperative Agreements, Memoranda of Agreement, Memoranda of Understanding, and</i>  | To sign memoranda of understanding with Federal, state and local agencies where no funds will be exchanged.     | Deputy Director | ADs, Field SACs, and Division Chiefs |

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| <i>Reimbursable Agreements</i> , dated 8/22/2013                                    |   |                         |  |
| <i>DOJ Order 2030.4G, Control of Funds Under Apportionment</i> , dated 4/12/2010    | To allot ATF funds and full-time equivalents.   | Deputy Director and CFO | DCFO   |
| <i>DOJ Order 2110.13B, Controlling and Reporting Reimbursements</i> , dated 8/18/08 | To sign interagency agreements/reimbursable agreements that obligate ATF to pay other Government agencies.  | CFO                     | BCPO   |
| <i>DOJ Order 2110.13B, Controlling and Reporting Reimbursements</i> , dated 8/18/08 | To sign interagency agreements/reimbursable agreements that commit ATF to provide services that are paid for by other Government agencies (reimbursable). | CFO                     | DCFO   |
| <i>DOJ Order 2030.4G, Control of Funds Under Apportionment</i> , dated 4/12/2010    | To create budgetary commitments within allowances provided on the basis of apportionments and/or reprogramming.   | Deputy Director         | ADs, DADs, CC, and Deputy Chief Counsel can approve any dollar amount within their budget allowances. Field SACs and the DCFO may not exceed \$100,000 |
| <i>ATF O 1500.3A, Temporary Duty Station Travel Policy Manual</i> , dated 9/19/2016 | To approve conference expenditure from \$100,000 to more than \$500,000.  | Deputy Director         | May not be redelegated   |

**1900 - Financial Management [Prior DO – ATF O 1151.4]**

**Specific Subject: Collection of Debts**

**OPI: Office of Management**

| <b>Authority Citation</b>   | <b>Authority Narrative</b>       | <b>Delegation</b> | <b>Redelegation</b> |
|---|----------------------------------|-------------------|---------------------|
| Debt Collection Improvement Act of 1996, Public Law 104-134,<br><br>Title 5 U.S.C. § 5514, Installment deduction for indebtedness to the United States, | To write off uncollectible debt. | CFO               | DCFO                |

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| <p>Title 31 U.S.C. § 3711, Collection and compromise<br/>Title 28 CFR §§ 11.5 through 11.9, Administration of debt collection,<br/><br/>Title 28 CFR § 0.150, Collection of erroneous payments, and<br/><br/><i>DOJ Order 2120.3C, Collection of Debts by the Department of Justice, dated 4/16/2009</i></p>   |  |  |  |
| <p>Title 5 U.S.C. § 5584, Claims for overpayment of pay and allowances, and of travel, transportation and relocation expenses and allowances,<br/><br/>Title 28 CFR § 0.155, Waiver of claims for erroneous payments of pay and allowances,<br/><br/>Title 31 CFR Part 902, Standards for the Compromise of Claims, and<br/><br/><i>DOJ Order 2120.4F, Waiver and Compromise of Claims for Debts Owed to the Department of Justice by its Employees, dated 4/16/2009</i></p> | <p>To waive claims against ATF employees for erroneous payments.</p> | <p>Director, above \$20,000<br/><br/>CFO, not to exceed \$20,000<br/><br/>DCFO not to exceed \$5,000</p> | <p>May be redelegated to a member of the Senior Executive Service within the Office of the Director.<br/><br/>May not be redelegated<br/><br/>May not be redelegated</p> |
| <p>Title 31 U.S.C. § 3711, Collection and compromise, and<br/><br/><i>DOJ Order 2120.3C, Collection of Debts by the Department of Justice, dated 4/16/2009</i></p>   | <p>To withhold compensation due personnel.</p>                       | <p>CFO and Financial Manager/DCFO</p>  | <p>May not be redelegated</p>  |

**1900 - Financial Management [Prior DO – ATF O 1151.4]  
Specific Subject: Miscellaneous Reimbursements  
OPI: Office of Management**

| Authority Citation  | Authority Narrative   | Delegation  | Redelegation |
|---|---|---|--------------|
| <i>DOJ Order 2030.4G, Control of Funds Under Apportionment, dated 4/12/2010</i> | To approve reimbursement of miscellaneous expenses incurred by employees. | Employee's first line supervisor or other official at least one organizational level higher than the employee and who knows whether the expense supports ATF's mission. |              |

**1900 - Financial Management [Prior DO – ATF O 1151.4]  
Specific Subject: Representation Fund  
OPI: Office of Management**

| Authority Citation  | Authority Narrative  | Delegation      | Redelegation   |
|---|--|-----------------|--|
| Consolidated Appropriations Act, 2018, Pub.L. 115-141 (March 23, 2018), and any succeeding appropriation act authorizing such expenditures,<br><br>Title 28 CFR § 0.152, Approval of funds for attendance at meetings,<br><br>Title 28 U.S.C. § 530C(b)(D), Authority to use available funds, and<br><br><i>DOJ Order 2110.31B, Expenditures of Representation Funds, dated 3/22/2002</i> | To approve official reception and representation expenditures. | Deputy Director | May be redelegated to a member of the SES within the Office of the Director. May not be further redelegated. |

**1900 - Financial Management [Prior DO – ATF O 1151.4]  
Specific Subject: Tax Exempt Certificates  
OPI: Office of Management**

| Authority Citation                                    | Authority Narrative                 | Delegation | Redelegation             |
|---|-------------------------------------|------------|--------------------------|
| Title 48 CFR § 29.305, state and local tax exemptions | To approve tax exempt certificates. | DCFO       | Chief, Accounting Branch |

**1900 - Financial Management [Prior DO – ATF O 1150.14]  
Specific Subject: Acceptance of Gifts  
OPI: Office of Chief Counsel**

| Authority Citation   | Authority Narrative   | Delegation           | Redelegation                  |
|--|---|----------------------|-------------------------------|
| <p>Title 28 U.S.C. § 524(d),<br/>Bureau of Alcohol,<br/>Tobacco, Firearms and<br/>Explosives,</p> <p><i>DOJ Order 2400.2,<br/>Solicitation and<br/>Acceptance of Gifts to<br/>the Department, dated<br/>9/2/1997, and</i></p> <p><i>DOJ Memorandum for<br/>Heads of Department<br/>Components, Gift<br/>Acceptance Delegation,<br/>dated 7/19/1999</i></p> | <p>To delegate the authority to accept gifts for display to the Bureau that have a value of no more than \$150.</p>   | <p>Chief Counsel</p> | <p>May not be redelegated</p> |
| <p>DOJ Memorandum for Heads of Department Components, Guidance for Acceptance of Assistance and Gifts from Private Parties for Use in Connection with Investigations and Litigation, dated 5/26/2006</p>   | <p>To accept gifts and/or assistance from private parties for use in connection with criminal and civil investigations, prosecutions, and civil litigation, not exceeding \$50,000 from any private party in a fiscal year.</p>   | <p>Director</p>      | <p>May not be redelegated</p> |
| <p>Title 5 CFR § 410.501</p>   | <p>To establish procedures on the acceptance of contributions, awards, and payments in connection with any training and meetings that are outside the scope of this subpart in accordance with laws and regulations governing Government ethics and governing acceptance of travel reimbursements from non-Federal sources.</p> | <p>Chief Counsel</p> |                               |

**1900 - Financial Management [Prior DO – ATF O 1150.15]**  
**Specific Subject: Receipt of Foreign Gifts and Decorations**  
**OPI: Office of Chief Counsel**

| Authority Citation   | Authority Narrative  | Delegation            | Redelegation          |
|--|--|-----------------------|-----------------------|
| <p>Title 5 U.S.C. § 7342, Receipt and disposition of foreign gifts and decorations,</p> <p>Title 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives, and</p> <p>Title 41 CFR Part 102 through 42, Utilization, donation and disposal of foreign gifts and decorations</p> | <p>Gifts that exceed the foreign gift threshold should be disposed of using the procedures dictated by DOJ Order 2400.2, or GSA regulations. See 5 U.S.C. §7342(c)(1)(B)(i).</p> | <p>Not applicable</p> | <p>Not applicable</p> |

**1970 - Financial Systems [Prior DO – ATF O 1151.4]**  
**Specific Subject: Certifying Officer**  
**OPI: Office of Management**

| Authority Citation  | Authority Narrative           | Delegation  | Redelegation   |
|---|-------------------------------|-------------|--|
| <p>Title 31 U.S.C. § 3325, Vouchers,</p> <p>Title 31 U.S.C. § 3528, Responsibilities and relief from liability of certifying officials,</p> <p>Title 28 CFR § 0.148, Certifying officers,</p> <p>Title 28 CFR § 0.149, Cash payments, and</p> <p>DOJ Order 2421.5B, Delegation of Authority to Certify Bills in Payment of Commercial Long-Distance Telephone Calls, dated 12/19/1979</p> | <p>To disburse ATF funds.</p> | <p>DCFO</p> | <p>Chief, Accounting Branch, Financial Analyst (Accounts Payable), and Lead Financial Analyst (Accounts Payable)</p> |

**2000 SUBJECT CLASSIFICATION CODE DELEGATION ORDERS**

**2000 - Human Resources Management [Prior DO – ATF O 1152.4]  
Specific Subject: General Human Resources Authorities  
OPI: Office of Human Resources and Professional Development (HRPD)**

| <b>Authority Citation</b>  | <b>Authority Narrative</b>   | <b>Delegation</b> | <b>Redelegation</b>    |
|--|--|-------------------|------------------------|
| <i>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005</i> | To exercise the personnel policy authority of the Director except where such authority has been specifically reserved or limited (i.e., Professional Review Board (PRB) and Bureau Deciding Official (BDO)).   | AD (HRPD)         | May not be redelegated |
| <i>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005</i> | To implement workforce flexibilities in compliance with the statutes under 5 U.S.C. §§ 6120 through 6126; and 5 U.S.C. §§ 6129 through 6133, 5 CFR part 610, subpart D, Comptroller General Opinions: 60 Comp. Gen. 6 (1980); 60 Comp. Gen. 623 (1981); B-217080, June 3, 1985; B-229473, October 7, 1988; B-245772, May 7, 1992; and the Federal Workforce Flexibility Act of 2004. | AD (HRPD)         | May not be redelegated |
| <i>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005</i> | To implement disciplinary and/or adverse actions in compliance with the statutes under 5 U.S.C. §§ 7501 through 7504, 7511 through 7514, and 5 CFR part 752 and which are not covered by the PRB pursuant to this order (refer to: subject classification code number 2100, Employee and Labor Relations, Specific Subject: Adverse Actions and Discipline, within this exhibit).    | Chief Counsel     | May not be redelegated |
| <i>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005</i> | To formulate and implement ATF personnel policies with the exception of adverse actions and discipline as stated below.  | AD (HRPD)         | May not be redelegated |
| <i>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005</i> | To review action taken under the authority of this or any other order pertaining to human resources management and to take, direct, or recommend corrective action as appropriate, with the exception of adverse actions and discipline as stated below.   | AD (HRPD)         | May not be redelegated |
| <i>DOJ Order 1200.1, Human Resources, Appendix II,</i>                                       | To administer the ATF Personnel Management Evaluation Program,   | AD (HRPD)         | May not be redelegated |





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|  | <p>a. <u>Adverse Actions – Proposals and Decisions.</u><br/>The authority to propose a removal, suspension for more than 14 days, furlough for 30 days or less, and reduction in grade/band or pay (except those based on classification determinations). The authority to make a final decision on an adverse or disciplinary action proposed at a lower level.</p> <p>NOTE: Refer to Miscellaneous Provisions outlined below.</p> <p>b. <u>Adverse Actions – Proposals Only.</u><br/>The authority to propose a removal, suspension for more than 14 days, furlough for 30 days or less and a reduction in grade/band or pay (except those based on classification determinations).</p> <p>c. <u>Disciplinary Actions.</u></p> <p>(1) <u>Reprimands.</u> The authority to issue a reprimand to any employee who is subordinate to that supervisor.</p> <p>(2) <u>Suspensions for 14 days or Less.</u></p> <p>(a) The authority to propose suspensions for 14 days or less to any employee who is subordinate to that supervisor.</p> <p>(b) The authority to make final decisions on proposals of suspensions of 14 days or less, but must be at a higher supervisory level than the proposing official.</p> |  | <p>DD; ADs; DADs; EA; CC; Deputy Chief Counsel; Associate Chief Counsel; Ombudsperson; Director, Laboratory Services; Headquarters (HQ) division chiefs and assistant or deputy division chiefs; SACs; ASACs; DIOs; and Chief, ATF National Academy</p> <p>RACs; GS; AS; Deputy Chief, ATF National Academy; laboratory chiefs; branch chiefs, GS-13 (or band equivalent) and above; and section chiefs, GS-13 (or band equivalent) and above</p> <p>All Bureau supervisors regardless of grade/band level</p> <p>DD; ADs; DADs; CC; Deputy Chief Counsel; Associate Chief Counsel;; Ombudsperson; Director, Laboratory Services; HQ division chiefs and assistant or deputy division chiefs; SACs;</p> |
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|  | <p>(c) In no circumstances may the deciding official be the same as the proposing official.</p> <p>(3) <u>Furloughs for 30 Days or Less - Special Delegation.</u></p> <p>(a) The authority to propose a furlough for 30 days or less for any Bureau employee (except the Director).</p> <p>(b) The authority to make the final decision on such a proposal.</p> <p>4. <u>Miscellaneous Provisions:</u></p> <p>a. <u>Criminal Investigators and Industry Operations Investigators Enrolled in Training or Detailed as Instructors at the ATF National Academy.</u></p> <p>(1) <u>The authority to propose</u> all levels of adverse and disciplinary actions against criminal investigators enrolled in either the Criminal Investigator Training Program or Special Agent Basic Training, or criminal investigators detailed as instructors and industry operation investigators enrolled in Federal Law Enforcement Training Center (FLETC), except when the case is referred to the PRB.</p> <p>(2) <u>The authority to propose</u> all levels of adverse and disciplinary actions against criminal investigators enrolled in training.</p> |  | <p>ASACs; DIOs; Chief, ATF National Academy; RACs; GSs; ASs; Deputy Chief, ATF National Academy; audit managers; laboratory chiefs; branch chiefs, GS-13 (or band equivalent) and above; and section chiefs, GS-13 (or band equivalent) and above</p> <p>CFO</p> <p>AD (OM)</p> <p>Chief, ATF National Academy</p> |
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|  | <p>(3) <u>The authority to make final decisions</u> on proposals outlined in 4.a.(1) and 4.a.(2) as stated above.</p> <p>a. <u>Effects of Reassignments.</u> If an adverse or disciplinary action is proposed against an employee and that employee is reassigned before a decision is issued, the deciding official will be designated in the proposal notice and may be the gaining official (or a higher level official in the gaining organization). If the gaining official is the deciding official, the decision must be issued after the effective date of the reassignment. If the losing official is the deciding official, the decision must be issued before the effective date of the reassignment. If a higher level official (e.g., a deputy assistant director) or the BDO is the deciding official, the decision may be issued either before or after the reassignment.</p> <p>b. <u>Reductions in Grade/Band Based on Classification Determinations.</u><br/>The authority to propose a reduction in grade/band based on a classification determination.</p> <p>The authority to make a final decision on such a proposal.</p> <p>c. <u>Terminations of Temporary, Probationary, or Excepted Service Employees.</u> The authority to terminate the following employees:</p> <p>(1) Employees serving under temporary appointments.</p> <p>(2) Employees serving a probationary period under an initial appointment to the Federal Government.</p> <p>(3) Employees serving under excepted service appointments with</p> |  | <p>Chief, ATF National Academy</p> <p>SAC of the employee's field or Headquarters division, or a higher level official. In no circumstances may the deciding official be the same as the proposing official.</p> <p>Chief, Classification and Performance Management Branch, Human Resources Operations Division (HROD)</p> <p>Chief, HROP</p> <p>The appointing or higher level official in the supervisory chain of the appointing official.<br/>Appointment officials are those whose signatures</p> |
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|  | <p>less than 1 year of service and who have preference eligibility.</p> <p>(4) Employees serving under excepted service appointments with less than 2 years of service and who do not have preference eligibility.</p> <p>(5) Employees serving under Veterans Readjustment Appointments with less than 1 year of service.</p> |  | <p>indicate approval or authorization of appointments in HR Connect (the Bureau's automated human resources system) or on Standard Form (SF) 52, Request for Personnel Action.</p> |
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**2300 - Employment [Prior DO – ATF O 1152.4]**

**Specific Subject: Suitability Determinations**

**OPI: Office of Human Resources and Professional Development**

| Authority Citation     | Authority Narrative   | Delegation  | Redelegation           |
|------------------------|---|---|------------------------|
| Title 5 CFR § 731.103. | To adjudicate suitability under 5 CFR part 731 for all ATF positions except GS-1811 Criminal Investigators, GS-1854 Inspectors, and GS-1801 Industry Operations Investigators.  | Director  | Chief, HROD            |
| Title 5 CFR § 302      | To determine eligibility for all GS-1854 Inspector, GS-1801 Industry Operations Investigator, and GS-1811 Criminal Investigator positions, including the adjudication of veterans' preference pursuant to 5 CFR part 302. | Chief, Recruitment, Diversity and Hiring Division | May not be redelegated |

**2300 - Employment [Prior DO – ATF O 1152.4]**

**Specific Subject: Human Resources Selection Authorities**

**OPI: Office of Human Resources and Professional Development**

| Authority Citation  | Authority Narrative   | Delegation                             | Redelegation                                   |
|---|---|--|--|
| Title 5 CFR 335.102<br><br>ATF O 2311.1A, Merit Promotion Plan, dated 8/17/2009   | To make personnel selections for all positions in the Director's Office and Chief, PRB.   | Director's designee                    | May not be redelegated                         |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005, and<br><br>Title 5 CFR 6.2, 6.3, and 213.3102(d) & (e) | To request approval from the Office of Attorney Recruitment and Management (OARM) on career attorney, law clerk, and law student personnel matters, including the hiring of all attorneys within the 0905 series. | Chief Counsel and Deputy Chief Counsel | May be redelegated to Associate Chief Counsels |

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| <p>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005, and</p> <p>Title 5 CFR 335.102</p> <p>ATF O 2311.1A, Merit Promotion Plan, dated 8/17/2009</p> | <p>To make personnel selections, except as provided below, for all supervisory positions at the GS-14, GS-15.</p>   | <p>HRPD Deputy Assistant Director - HR<br/>Chief Counsel</p> <p>The head of the directorate advertising the vacancy may be the selecting authority in lieu of the DAD-HR (HRPD) or the MPB when the area of consideration on an announcement is greater than Bureau-wide. To elect this, the directorate head must notify HRPD, in writing, prior to certification of the Best-Qualified List.</p> | <p>MPB</p>   |
| <p>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005, and</p> <p>Title 5 CFR 335.102</p> <p>ATF O 2311.1A, Merit Promotion Plan, dated 8/17/2009</p> | <p>To make nonsupervisory personnel selections for positions at the GS-15 level, as well as lower grade positions under their responsibility that do not fall under the authority of the MPB.</p>       | <p>ADs; DADs; Chief, OEE0; Ombudsperson; Chief Counsel; Deputy Chief Counsel; and Chief, Office of Strategic Management</p>  | <p>May be redelegated to Associate Chief Counsels, SACs, ASACs, DIOs, Headquarters division chiefs, SAC, OPRSO; ASAC, OPRSO; GS-15 level deputy or assistant division chiefs; and directorate staff chiefs</p> |
| <p>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005, and</p> <p>Title 5 CFR 335.102</p> <p>ATF O 2311.1A, Merit Promotion Plan, dated 8/17/2009</p> | <p>To select for positions at the GS-13, as well as lower-grade or banded positions under their responsibility that do not fall under the authority of the MPB or under officials designated above.</p> | <p>Chief Counsel; Deputy Chief Counsel; SACs; ASACs; DIOs; HQ division chiefs; SACs, OPRSO; ASAC, OPRSO; and GS-15 level deputy or assistant division chiefs; directorate staff chiefs; Chief, OEE0; and Ombudsperson</p>  | <p>Associate Chief Counsels; SACs; Branch Chiefs; Deputy Executive Assistant (Equal Opportunity)</p>   |
| <p>DOJ Order 1200.1, Human Resources, Appendix II,</p>   | <p>To fill vacancies by directed reassignment or from a list of reassignment eligible.</p>  | <p>Within the directorate in which the vacancy exists,</p>   | <p>May be redelegated to DADs; Deputy</p>  |

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| Table of Delegations, dated 1/10/2005,<br><br>Title 5 CFR 335.102, and<br><br>ATF O 2300.8, Mobility Policy, dated 2/15/2012  |   | the AD or Chief Counsel may make a directed reassignment in accordance with applicable rules and regulations | Chief Counsel or Associate Chief Counsels   |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/05, and<br><br>Title 5 CFR 335.102<br><br>ATF O 2311.1A, Merit Promotion Plan, dated 8/17/2009 | To override a waiver of these selection delegations, the request from the directorate head must identify the specific position and vacancy number and indicate why an override would be in the best interests of ATF. | Deputy Director  | May be redelegated to a member of the SES within the Office of the Director. May not be further redelegated |

**2300 - Employment [Prior DO – ATF O 1152.4]**  
**Specific Subject: Employment Authorities**  
**OPI: Office of Human Resources and Professional Development**

| Authority Citation  | Authority Narrative   | Delegation  | Redelegation   |
|---|---|---|--|
| Title 5 CFR 330.101 and 102   | To validate all position changes and appointments for all ATF positions except that of Director.      | Director  | May be redelegated to the Chief, HROD  |
| <i>DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations</i> , dated 1/10/05, and<br><br>Title 5 U.S.C. 3109 | Take final action on all appointments of experts and consultants.                                     | Director  | May be redelegated at the discretion of the Director to the Deputy Director  |
|   | To act as appointing officer for ATF.   | Chief, HROD   | Members of HRPD for the purpose of approving personnel action requests and to provide signature authority for SF-50-B, Notification of Personnel Action. This written delegation must clearly define the extent of the authority being granted |
| Title 5 U.S.C. § 331  | To administer, without charge or fee, the oath of office required by 5 U.S.C. § 331 or any other oath | <b>ATF Headquarters:</b><br>ADs; CC and Chief, HROD | May designate, in writing, staff under their control or  |

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|  | required by law in connection with employment in the Federal service. | <b>ATF Field Offices:</b><br>SACs; DIOs;<br>ASACs; RACs; GSs;<br>ASs; Chiefs,<br>National Tracing<br>Center; Chiefs,<br>Laboratory; Chief,<br>Financial<br>Investigative<br>Services Division;<br>and Chief, ATF<br>National Academy. | supervision who may administer such oaths. (In remote duty posts or in the absence of those delegated, Federal Judges or U.S. Magistrates may administer the oath of office.) |
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**2400 - Performance Management and Recognition [Prior DO – ATF O 1152.4]  
OPI: Office of Human Resources and Professional Development**

| Authority Citation  | Authority Narrative  | Delegation  | Redelegation  |
|---|--|---|---|
| ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013, and<br><br>Title 5 CFR 531.401       | To approve within-grade increases upon determining that an employee's performance is acceptable.                   | Supervisors   | May not be redelegated  |
| ATF O 2400.8A, Performance Management and Recognition, dated 7/5/13, and<br><br>Title 5 CFR 430.204,        | To approve and validate performance ratings for General Schedule and Wage Grade employees.                         | ADs, DADs, or Chief of Staff (Director's Office), and the Chief Counsel having supervisory oversight of employees | May be redelegated to the second level supervisor   |
| DOJ Order 1202, Executive Resources Management, dated 11/26/2013<br><br>Title 5 CFR 430.301 and 28 CFR 0.15 | To approve and validate performance ratings for all SES employees.   | Director  | Deputy Director. May be redelegated to a member of the SES within the Office of the Director. May not be further redelegated. |
| ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013                                       | To authorize Quality Step Increases for sustained superior performance.  | ADs, Chief of Staff (Director's Office), Chief Counsel and Special Agent in Charge.                               | May not be redelegated  |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005                       | To approve awards in accordance with <i>ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013.</i> | ADs, Chief of Staff (Director's Office), and Chief Counsel  | May be delegated down to one supervisory level above the  |



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| DOJ O 1451.1A, Incentive Awards Program, Section 2, Administration, dated 8/18/2008  |   |          | recommending official  |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005<br><br>DOJ Order 1200.1, Human Resources, Chapter 2-8, Foreign Language Awards, dated 3/25/2009<br><br>ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013 | To approve foreign language awards paid under 5 U.S.C. § 4523.                          | Director | May be redelegated to not lower than Chief, HROD                                     |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005<br><br>Title 28 CFR 0.143<br><br>ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013   | To approve individual awards up to \$7500 (non-attorneys), except SES.                  | Director | May be redelegated to Deputy Director, ADs, CC, Division Chiefs, and Chiefs of Staff |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005, and<br><br>Title 28 CFR 0.143<br><br>ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013  | To approve group awards up to \$2,500 (with no individual receiving more than \$1,500). | Director | May be redelegated to DD, ADs, CC, Division Chiefs, and Chiefs of Staff              |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005, and<br><br>Title 28 CFR 0.143<br><br>ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013  | To approve group awards up to \$3,000 (with no individual receiving more than \$2,500). | Director | May be redelegated to DD, ADs, CC, Division Chiefs, and Chiefs of Staff              |
| DOJ Order 1200.1, Human Resources, Appendix II,  | To approve an individual or group award with an individual receiving an                 | Director | May be redelegated to  |

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| Table of Delegations, dated 1/10/2005, and<br><br>Title 28 CFR 0.143<br><br>ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013                         | award amount between \$2,501 and \$7,500.   |   | DD, ADs, CC, Division Chiefs, and Chiefs of Staff    |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005, and<br><br>Title 28 CFR 0.11(a)  | To approve cash awards above \$7,500 up to \$10,000.  | Attorney General  | May be redelegated                                   |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005, and<br><br>Title 5 U.S.C. 4502   | To approve cash awards above \$10,000.  | Office of Personnel Management (through the Attorney General) | May not be redelegated; (Submitted by the Director.) |
| DOJ Order 1451.1A, Incentive Awards Program, dated 8/18/2008, and<br><br>Title 5 CFR 410.501<br><br>ATF O 2400.8A, Performance Management and Recognition, dated 7/5/2013 | To solicit, coordinate, and submit nominations for awards sponsored by organizations outside of ATF.                      | AD, HRPD  | May not be redelegated.                              |
| DOJ Order 3289-2011, Delegation of Authority to Waive Annual Premium Pay Limitation for Certain Work Performed Overseas, dated 8/5/2011                                   | To waive annual premium pay limitation and the aggregate pay limitation for work performed in certain overseas locations. | Director  | May not be redelegated                               |

**2500 - Position Management and Classification [Prior DO – ATF O 1152.4]**

**OPI: Office of Human Resources and Professional Development**

| <b>Authority Citation</b>   | <b>Authority Narrative</b>  | <b>Delegation</b>                                       | <b>Redelegation</b>    |
|---|---|---|------------------------|
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To approve and validate all position classification actions, except for attorney positions, in the Bureau.    | Chief, Classification and Performance Management Branch | May be redelegated     |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To take final action on all position classification and other personnel actions concerning all SES positions. | AD (HRPD)   | May not be redelegated |

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| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To approve details of 30 days or less to or from offices under their jurisdiction and another DOJ component.                        | ADs, Chief of Staff (Director's Office), and the CC, with respect to non-attorney personnel, under their jurisdiction. | May not be redelegated |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To approve details of 30 days or more to or from another Federal agency.  | Director, Human Resources, DOJ   | May not be redelegated |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To take final action on details of employees to foreign governments, international organizations, and congressional committees.     | Director, Human Resources, DOJ   | May not be redelegated |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To approve details of employees to the White House, Office of Independent Counsel, and Intergovernmental Personnel Act assignments. | Deputy Attorney General, DOJ   | May not be redelegated |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To approve details of employees to the United States Senate and the United States House of Representatives.                         | Office of Legislative Affairs, DOJ   | May not be redelegated |

**2700 - Pay Administration [Prior DO – 1152.4]**

**Specific Subject: Compensation Authorities**

**OPI: Office of Human Resources and Professional Development**

| Authority Citation  | Authority Narrative   | Delegation   | Redelegation           |
|---|---|--|------------------------|
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To approve pay set above the minimum rate of the grade of a newly appointed employee hired for superior qualifications or agency special needs determination under 5 U.S.C. § 5333, up to 20 percent of the appointees' existing rate of pay. | (1) AD (HRPD)<br><br>(2) Bureau Advisory Board (BAB) | May not be redelegated |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To approve pay set above the minimum rate of the grade of a newly appointed employee hired for superior qualifications or agency special needs determination under 5 U.S.C. § 5333, above 20 percent of the appointees' existing rate of pay. | AD (HRPD)  | May not be redelegated |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of                              | To approve the use of a special salary rate as highest previous rate under 5 CFR § 531.221.   | AD (HRPD)  | May not be redelegated |

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| Delegations, dated 1/10/2005   |   |               |  |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005  | To make mission-critical determinations under 5 U.S.C. § 5547(b) for exceptions to premium pay limitations.   | Director      | May not be redelegated   |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005<br><br>DOJ Order 1200.1, Chapter 2-13, Advance Payments for New Appointments dated 9/22/2009 | To approve advance payments of up to two pay periods basic pay for newly appointed employees.   | Director      | AD (HRPD)  |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005  | To approve advance payments of up to two pay periods basic pay for newly appointed attorneys and law clerks.  | Chief Counsel | Deputy or Associate Chief Counsel  |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005  | To waive repayment of advance payments to newly appointed employees.  | Director      | AD (HRPD)  |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005  | To make mission-critical determinations under 5 U.S.C. § 5547(b)(3) for exceptions to premium pay limitations.  | Director      | May not be redelegated   |
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005  | To approve the payment of hazard pay differentials for duty involving physical hardship or hazard.  | AD (HRPD)     | May not be redelegated   |
| U.S.C. § 552a.   | To release information from the leave and payroll records of employees when such information is requested in connection with private litigation or is subpoenaed by a court, upon determination that release of the information would not be detrimental to the Bureau. | AD (HRPD)     | May be redelegated to the Chief, Payroll Processing and Operations Branch. (When uncertainty exists as to the advisability of releasing information in a particular case, refer the matter |

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|  |  |  | to CC, fully detailing circumstances.) |
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**2800 - Retirement [Prior DO – ATF O 1152.4]**

**OPI: Office of Human Resources and Professional Development**

| Authority Citation  | Authority Narrative  | Delegation | Redelegation           |
|---|--|------------|------------------------|
| DOJ Order 1200.1, Human Resources, Appendix II, Table of Delegations, dated 1/10/2005 | To determine, with DOJ concurrence, creditability of service for retirement under 5 U.S.C. §§ 8336, 8337, 8412, 8414 and 8451. | AD (HRPD)  | May not be redelegated |

**2900 - Equal Employment Opportunity Program [Prior DO – ATF O 1100.137]**

**OPI: Office of Equal Opportunity**

| Authority Citation  | Authority Narrative   | Delegation  | Redelegation       |
|---|---|-------------|--------------------|
| Part 1614, Federal Sector Equal Employment, Subpart A, Agency Program to Promote Equal Employment Opportunity (EEO) | To advise the head of the agency regarding EEO plans, procedures, regulations, reports, and the overall agency program; evaluate the sufficiency of the agency EEO program; change programs and procedures to eliminate discriminatory practices and improve agency's EEO program; provide counseling and process individual and class complaints; and investigate complaints fairly, thoroughly, and promptly. | Chief, OEEO | Deputy Chief, OEEO |

**3000 SUBJECT CLASSIFICATION CODE DELEGATION ORDERS**

**3140 - National Instant Criminal Background Check System [Prior DO – ATF O 1120.8]  
OPI: Office of Strategic Intelligence and Information**

| Authority Citation  | Authority Narrative   | Delegation | Redelegation   |
|---|---|------------|--|
| AG Order No. 3072-2009, <i>Delegation of Authority to the Director of the Bureau of Alcohol, Tobacco, Firearms and Explosives to Facilitate Implementation of the NICS Improvement Amendments of 2007</i> | To establish and enforce the criteria that applicable Federal departments and agencies and states use to create qualifying relief from firearms disabilities programs, to decide whether applicable Federal departments and agencies and states have properly implemented and certified relief from firearms disabilities programs under the National Instant Criminal Background Check System (NICS) Improvement Amendments Act of 2007 (NIAA), and to make any related determinations under the NIAA regarding such relief from firearms disabilities programs. | Director   | AD, Enforcement Programs and Services (EPS)<br><br>May be redelegated to the Chief, Firearms and Explosives Industry Division (FEID) |

**3260 - Investigative Aids and Techniques [Prior DO – ATF O 1100.165]  
OPI: Office of Field Operations**

| Authority Citation   | Authority Narrative  | Delegation | Redelegation |
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| Title 28 CFR §§ 0.130 through 0.133, Functions, delegations and continuity of regulations of ATF | To refer law enforcement Title III applications to the Attorney General. | AD (FO)    | DAD (FO)     |

**3319 – Explosives Enforcement and Training Division [Prior DO – ATF O 1120.4]  
Specific Subject: Applications for Relief from Federal Firearms and/or Explosives Disabilities  
OPI: Office of Field Operations**

| Authority Citation   | Authority Narrative  | Delegation | Redelegation                            |
|--|--|------------|---|
| AG Order No. 2650-2003, <i>Organization of the Bureau of Alcohol, Tobacco, Firearms and Explosives</i> , dated 1/24/03 | <u>Firearms</u> . The Assistant Director (Office of Field Operations) is to make determinations on applications for relief from Federal firearms disabilities. | AD (FO)    | Chief, Explosives and Training Division |
|  | <u>Explosives</u> . The Assistant Director, Office of Field Operations makes determinations on applications for relief from Federal explosives disabilities.   | AD (FO)    | Chief, Explosives and Training Division |

**3400 - Property Taken Into Bureau Custody [Prior DO – ATF O 1151.4]**  
**Specific Subject: Seized Personal Property**  
**OPI: Office of Management**

| Authority Citation  | Authority Narrative   | Delegation  | Redelegation                  |
|---|---|---|-------------------------------|
| <p>Title 21 U.S.C. § 881(a),<br/> Title 18 U.S.C. § 924(d)(1),<br/> Title 18 U.S.C. § 844(c)(1),<br/> Title 18 U.S.C. § 981(a)(1)(A)(C),<br/> Title 18 U.S.C. § 982(a)(1),<br/> Title 18 U.S.C. § 1963(a),<br/> Title 18 U.S.C. § 2344(c),<br/> Title 18 U.S.C. § 3667,<br/> Title 21 U.S.C. § 853(a),<br/> Title 22 U.S.C. § 2778(c),<br/> Title 26 U.S.C. § 5872(a),<br/> Title 49 U.S.C. § 80303</p> <p>ATF O 3400.1D, Property Taken Into Bureau Custody, dated 5/6/2015</p> <p>ATF Property Manual – Property Taken Into Bureau Custody (2015)</p> | <p>To administer the policies and regulations for administrative forfeitures.</p> | <p>Chief, Asset Forfeiture and Seized Property Division (AFSPD)</p> | <p>May not be redelegated</p> |

**5000 SUBJECT CLASSIFICATION CODE DELEGATION ORDERS**

**5300 - Firearms and Ammunition Program [Prior DO – ATF O 1120.5]  
Specific Subject: Annual Firearms Manufacturing and Exportation Report  
OPI: Enforcement Programs and Services**

| Authority Citation  | Authority Narrative   | Delegation | Redelegation   |
|---|---|------------|--|
| Title 18 U.S.C. Chapter 44, Firearms<br><br>Title 28 U.S.C. § 599A<br><br>Title 18 U.S.C. § 923(g)(5) | The authority to require the filing of ATF Form 5300.11 or ATF E-Form 5300.11, Annual Firearms Manufacturing and Exportation Report Under 18 U.S.C. Chapter 44, Firearms. | Director   | Chief, Firearms and Explosives Services Division (EPS) |

**5300 - Firearms and Ammunition Program [Prior DO – ATF O 1130.4]  
Specific Subject: Delegation of Certain Authorities of the Director in 27 CFR Parts 447, 478, and 479  
OPI: Enforcement Programs and Services**

| Authority Citation   | Authority Narrative  | Delegation | Redelegation   |
|--|--|------------|--|
| Title 27 CFR Part 447, Importation of arms, ammunition and implements of war; Part 478, Commerce in firearms and ammunition; and Part 479, Machine guns, destructive devices, and certain other firearms | <p><u>A. Under current regulations, the Director has authority to take final action on certain matters relating to:</u></p> <ol style="list-style-type: none"> <li>1. Title 27 CFR part 478;</li> <li>2. Title 27 CFR part 479; and</li> <li>3. Title 27 CFR part 447.</li> </ol> <p><u>B. Title 27 CFR part 478, to:</u></p> <ol style="list-style-type: none"> <li>1. Prescribe all forms required by 27 CFR Part 478, under 27 CFR § 478.21.</li> <li>2. Approve written applications for alternate methods or procedures, under 27 CFR § 478.22(a).</li> <li>3. Withdraw authority for any alternate method or procedure, under 27 CFR § 478.22(a).</li> <li>4. Approve written applications for emergency variations, under 27 CFR § 478.22(b).</li> <li>5. Withdraw authority for any emergency variations, under 27 CFR § 478.22(b).</li> </ol> | Director   | DAD (EPS)<br><br>Branch Chief (Firearms and Explosives Services Division (FESD)) |



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|  | <p>6. Determine whether a particular firearm is a curio or relic, under 27 CFR § 478.26.</p> <p>7. Determine whether a device is excluded from the definition of a destructive device, under 27 CFR § 478.27.</p> <p>8. Approve the transportation in interstate or foreign commerce of any destructive device, machinegun, short-barreled shotgun, or short-barreled rifle, under 27 CFR § 478.28.</p> <p>9.a. Authorize alternate means of identification of a firearm or destructive device by a licensed importer or licensed manufacturer, under 27 CFR § 478.92.</p> <p>9.b. Withdraw authority for alternate means of identification of a firearm or destructive device, under 27 CFR § 478.92 with the authority to Chief, FTISB.</p> <p>10. Approve applications for sale or delivery of destructive device or weapon, under 27 CFR § 478.98. Legal Instruments Examiners NFAD and FESD.</p> <p>11. Furnish each licensed dealer information defining which projectiles are considered armor piercing, under 27 CFR § 478.99(e).</p> <p>12. Approve applications to import firearms, firearms barrels, and ammunition, under subpart G of 27 CFR Part 478, under 27 CFR §§ 478.112, 478.113, 478.113a, 478.114, 478.116, and 478.118. Chief, Imports Branch</p> <p>13. Determine if certain shipments of firearms or ammunition to members of the Armed Forces</p> |  | <p>Chief, Firearms Technology Industry Services Branch (FTISB) and Chief, Firearms Technology Criminal Branch (FTCB)</p> <p>Chief, National Firearms Act (NFA) Branch and NFA Legal Instruments Examiners</p> <p>Chief, FTISB, and Firearms Marking Variance Specialist</p> <p>Chief, FTISB and Chief, FTCB</p> <p>NFA Legal Instruments Examiners</p> <p>Chief, FTISB and Chief, FTCB</p> <p>Chief, Imports Branch</p> <p>Chief, FTISB and Chief, FTCB</p> |
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|  | <p>would violate the Gun Control Act or other Federal law, or whether certain firearms or ammunition are considered to be generally recognized as particularly suitable for sporting purposes, under 27 CFR § 478.141(c).</p> <p>14. Designate research organizations exempt from the provisions of § 478.98, with respect to the sale or delivery of destructive devices, machineguns, short barreled shotguns, or short-barreled rifles to such research organizations, under 27 CFR § 478.145.</p> <p>15. Exempt certain armor piercing ammunition from the requirements of this part, and to require that a sample of the ammunition be submitted for examination and evaluation, under 27 CFR § 478.148.</p> <p>16. Authorize the manufacture, importation, sale, or delivery of armor piercing ammunition for the purpose of testing or experimenting, under 27 CFR § 478.149.</p> <p>17. Authorize the assembly of non-sporting semiautomatic rifles or shotguns for the purpose of testing or experimenting, under 27 CFR § 478.151</p> <p><u>C. Title 27 CFR part 479, to:</u></p> <p>1. Prescribe all forms required by 27 CFR Part 479, under 27 CFR § 479.21.</p> <p>2. Determine whether a device is excluded from the definition of a destructive device, under 27 CFR § 479.24.</p> <p>3. Determine whether a firearm or device, which, although originally designed as a weapon, is by reason of the date of its manufacture, value, design, and</p> |  | <p>Chief, NFA</p> <p>Chief, FTISB and Chief, FTCB</p> <p>DAD (EPS)<br/>Chief, FESD</p> <p>Chief, FTISB and Chief, FTCB</p> |
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|  | <p>14. Approve applications to make a firearm by or on behalf of certain governmental entities, under 27 CFR § 479.70.</p> <p>15. Approve applications to transfer firearms and to affix NFA stamps, under 27 CFR § 479.86.</p> <p>16. Approve applications to transfer firearms to special (occupational) taxpayers, under 27 CFR § 479.88.</p> <p>17. Approve applications to transfer firearms to certain government entities, under 27 CFR § 479.90(b).</p> <p>18. Approve applications to transfer unserviceable firearms as a curio or ornament, under 27 CFR § 479.91.</p> <p>19. Maintain a central registry (the National Firearms Registration and Transfer Record) of all firearms in the United States which are not in the possession or under the control of the United States, under 27 CFR § 479.101.</p> <p>20. a. Authorize other means of identification of firearms, under 27 CFR § 479.102.</p> <p>20. b. Withdraw Authority for other means of identification of firearms, under 27 CFR 479.102.</p> <p>21. Receive notice and effectuate registration of firearms manufactured, under 27 CFR § 479.103.</p> |  | <p>Chief, NFA</p> <p>Chief, FTISB,<br/>Chief, FTCB and<br/>Firearms Marking<br/>Variance<br/>Specialist</p> <p>Chief, FTISB,<br/>Chief, FTCB</p> <p>NFA Legal<br/>Instruments<br/>Examiners</p> |
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|  | <p>22. Approve registration of firearms acquired by certain government entities, under 27 CFR § 479.104.</p> <p>23. Approve importations of firearms, under 27 CFR § 479.111(a).</p> <p>24. Receive notice and effectuate registration of imported firearms, under 27 CFR § 479.112(a).</p> <p>25. Approve importations of firearms by an importer or dealer qualified under 27 CFR Part 479, for use as a sample in connection with sales of such firearms to Federal, state or local government entities, under 27 CFR § 479.112(d).</p> <p>26. Approve applications for the conditional importation of firearms and impose conditions upon such importation of firearms, under 27 CFR § 479.113.</p> <p>27. Approve applications and execute permits for the exportation of firearms, under 27 CFR § 479.115.</p> <p>28. Vary the requirements relating to permits and supporting documents for firearms exported to persons in the insular possessions of the United States, under 27 CFR § 479.121.</p> <p>29. Issue duplicate documents evidencing possession of a firearm, under 27 CFR § 479.142.</p> <p>30. Maintain a supply of stamps bearing the words "National Firearms Act" representing payment of the transfer tax or tax on making a firearm, under 27 CFR § 479.161.</p> <p>31. Affix the appropriate "National Firearms Act" stamp evidencing payment of the transfer tax or tax on making firearm, under 27 CFR § 479.161.</p> <p><u>D. Title 27 CFR part 447, to:</u></p> |  | <p>Chief, Imports Branch</p> <p>NFA Legal Instruments Examiners</p> <p>Chief, Imports Branch</p> <p>NFA Legal Instruments Examiners</p> <p>Chief, NFA</p> <p>NFA Legal Instruments Examiners</p> <p>Chief, NFA</p> <p>NFA Legal Instruments Examiners</p> |
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|  | <ol style="list-style-type: none"> <li>1. Approve applications for registration of persons to import articles enumerated on the U.S. Munitions Import List, under 27 CFR § 447.32(a).</li> <li>2. Approve the refund of registration fee, under 27 CFR § 447.32(c).</li> <li>3. Prescribe a longer or shorter period of records retention, under 27 CFR § 447.34(b).</li> <li>4. Prescribe all forms required by 27 CFR Part 447, under 27 CFR § 447.35(a).</li> <li>5. Approve permit applications to import firearms, ammunition, and implements of war, under 27 CFR § 447.42.</li> <li>6. Amend, alter, or certify permits to import firearms, ammunition, and implements of war, under 27 CFR § 447.43(c).</li> <li>7. Deny, revoke, suspend, or revise permits to import firearms, ammunition, and implements of war, under 27 CFR §§ 447.44(a) and (b).</li> <li>8. Certify to the legality of importation of articles on the U.S. Munitions Import List, under 27 CFR § 447.51.</li> </ol> |  | Chief, Imports Branch |
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**5300 - Firearms and Ammunition Program [Prior DO – ATF O 1120.3]  
Specific Subject: National Firearms Registration and Transfer Record  
OPI: Enforcement Programs and Services**

| Authority Citation   | Authority Narrative  | Delegation      | Redelegation  |
|--|--|-----------------|---|
| <p>Title 27 CFR § 479.101, Registration of firearms, and</p> <p>AG Order No. 2650-2003, Organization of the Bureau of Alcohol, Tobacco, Firearms and Explosives, dated 1/24/2003</p> | <p>Authority is delegated to maintain custody and control of the National Firearms Registration and Transfer Record, and authority to execute certifications relative thereto.</p> | <p>Director</p> | <p>Chief, Firearms and Explosives Services Division; Chief, National Firearms Act Branch; and Supervisory Legal Instruments</p> |

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|  |  |  | Examiners, and<br>Legal Instrument<br>Examiners, NFA<br>Branch |
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**5320 - National Firearms Act [Prior DO – ATF O 1130.34]**  
**Specific Subject: Importation of Arms, Ammunition, and Implements of War**  
**OPI: Enforcement Programs and Services**

| Authority Citation   | Authority Narrative  | Delegation      | Redelegation   |
|--|--|-----------------|--|
| <p>Title 26 CFR § 301.7701-9,</p> <p>Title 27 CFR, Part 447, Importation of arms, ammunition and implements of war, and</p> <p>Title 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives</p> | <p>Under current regulations the Director has authority to take final action on matters relating to procedure and administration. The Bureau has determined that certain of these authorities should, in the interest of efficiency, be delegated to a lower organizational level.</p> | <p>Director</p> | <p>27 CFR §§ 447.32(a) and (c):<br/>Specialist or Legal Instruments Examiner, Firearms and Explosives Imports Branch (FEIB)</p> <p>27 CFR § 447.33:<br/>Specialist or Legal Instruments Examiner, FEIB</p> <p>27 CFR § 447.34(b):<br/>Chief, FEIB, to prescribe retention period of less than 6 years. Director of Industry Operations to prescribe retention period of more than 6 years.</p> <p>27 CFR § 447.35(a):<br/>Chief, FEIB</p> <p>27 CFR § 447.42(a)(2):<br/>Specialist or Legal Instruments Examiner, FEIB</p> |

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|  |  |  | <p>27 CFR §<br/>447.43(c):<br/>Chief, or Deputy<br/>Chief, Firearms<br/>and Explosives<br/>Services Division</p> <p>27 CFR §§<br/>447.44(a) and<br/>(b):<br/>Chief, FEIB, to<br/>deny, to revoke,<br/>suspend or<br/>revise</p> <p>27 CFR §<br/>447.44(c):<br/>Chief, or Deputy<br/>Chief, Firearms<br/>and Explosives<br/>Services Division</p> <p>27 CFR §<br/>447.44(d):<br/>Supervisory<br/>Legal<br/>Instruments<br/>Examiner, FEIB,<br/>to receive<br/>permits</p> <p>27 CFR §<br/>447.51:<br/>Specialist and<br/>Legal<br/>Instruments<br/>Examiner, FEIB</p> <p>27 CFR §<br/>447.52(b):<br/>Imports Branch<br/>Chief, FEIB</p> <p>27 CFR §<br/>447.52(f):<br/>Chief FEIB,<br/>Specialist, and<br/>Legal<br/>Instruments<br/>Examiner, FEIB,<br/>to determine if<br/>documents are<br/>acceptable.<br/>Supervisory<br/>Legal<br/>Instruments</p> |
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|  |  |  | Examiner, FEIB, with whom certification is filed, and to require additional documents. |
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**5320 - National Firearms Act [Prior DO – ATF O 1100.145B]  
Specific Subject: Information Requested by Federal and State Agencies  
OPI: Enforcement Programs and Services**

| Authority Citation                  | Authority Narrative   | Delegation                         | Redelegation           |
|-------------------------------------|---|------------------------------------|------------------------|
| Title 26 U.S.C. § 6103(o)           | Title 26 U.S.C. § 6103(o), provides that NFA information shall be open to inspection by or disclosure to officers and employees of a Federal agency whose official duties require such inspection or disclosure. Only certain officials are authorized to make NFA disclosures to other Federal agencies pursuant to 26 U.S.C. § 6103(o).   | DAD (FO)<br><br>SACs               | May not be redelegated |
| Title 26 U.S.C. § 6103(i)(3)(B)(i)  | Title 26 U.S.C. § 6103(i)(3)(B)(i), provides that NFA information may be disclosed under circumstances involving an imminent danger of death or physical injury to any person.  | Deputy Director                    |                        |
| Title 26 U.S.C. § 6103(i)(7)(A)(i)  | Title 26 U.S.C. § 6103(i)(3)(B)(i) provides that NFA information may be disclosed to appropriate officers or employees of any Federal or State law enforcement agency to apprise them of such circumstances. Only certain officials are authorized to make NFA disclosures to other Federal and state agencies pursuant to 26 U.S.C. § 6103(i)(3)(B)(i)   | AD (FO)                            |                        |
| Title 26 U.S.C. § 6103(i)(7)(A)(ii) |   | Chief, Special Operations Division |                        |
| Title 26 U.S.C. § 6103(i)(7)(B)     | <p><u>Disclosure Procedures:</u></p> <p>a. Requests from other Federal agencies for disclosure of NFA information pursuant to 26 U.S.C. § 6103(o), must be in writing (except for emergency situations) and must state that the requesting agency will meet the safeguard requirements contained in 26 U.S.C. § 6103(p)(4).</p> <p>b. Requests from other Federal or state agencies for the disclosure of NFA information</p> |                                    |                        |

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|  | <p>pursuant to 26 U.S.C. § 6103(i)(3)(B)(i) may be made orally. However, within a reasonable amount of time after such request, the Federal or State agency must submit a follow up written request for the disclosure of the NFA information. In addition, the Federal or state agency must State that it will meet the safeguard requirements contained in 26 U.S.C. § 6103(p)(4).</p> |  |  |
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**5400 - Explosives Program [Prior DO – ATF O 1120.2A]**

**Specific Subject: Determinations on Notices of Clearance, Letters of Clearance, or Denial and Appeals of Letters of Denial**

**OPI: Enforcement Programs and Services**

| Authority Citation   | Authority Narrative  | Delegation      | Redelegation                                      |
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| <p>Title 18 U.S.C. § 843(h), and<br/><br/>AG Order No. 2650-2003, Organization of the Bureau of Alcohol, Tobacco, Firearms and Explosives, dated 1/24/2003</p> | <p>To make determinations on Notices of Clearance, Letters of Clearance, Letters of Denial, and Appeals of Letters of Denial under 18 U.S.C. 843(h) for responsible persons and employee possessors listed on explosives licenses and permits.</p> | <p>Director</p> | <p>Chief, Federal Explosives Licensing Center</p> |

**5400 – Explosives Program**

**Specific Subject: Appeal on Petition to the Director**

**OPI: Office of Field Operations**

| Authority Citation  | Authority Narrative   | Delegation      | Redelegation   |
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| <p>Title 27 CFR § 555.79<br/>Appeal on petition to the Director</p> | <p>To receive, review, consider and decide petitions on appeal to the Director in license and permit proceedings under 27 CFR Part 555, Commerce in Explosives, subpart E, License, and Permit Proceedings.</p> | <p>Director</p> | <p>May be redelegated to a member of the Senior Executive Service within the office of the Director. May not be further redelegated.</p> |

**6000 SUBJECT CLASSIFICATION CODE DELEGATION ORDERS**

**6100 - Training and Program Development and Delivery [Prior DO – ATF O 1170.1A]  
OPI: Office of Human Resources and Professional Development**

| Authority Citation      | Authority Narrative   | Delegation  | Redelegation   |
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| Title 28 U.S.C. § 0.163 | To exercise the authority vested in the Attorney General by 5 U.S.C. 4109, with respect to the selection and assignment of employees for training by, in, or through Government facilities and the payment or reimbursement of expenses for such training.  | ADs   | DADs, Division Chiefs, Program Managers, and Training Managers |
| Title 5 CFR § 410.201   | <p>To establish, budget for, operate, maintain, and evaluate plans and programs for training agency employees by, in, and through Government or non-Government facilities, as appropriate.</p> <p>To establish policies governing employee training, including a statement of the alignment of employee training and development with agency strategic plans, the assignment of responsibility to ensure the training goals are achieved, and the delegation of training approval authority to the lowest appropriate level.</p> <p>To establish priorities for training employees and allocate resources according to those priorities.</p> <p>To develop and maintain plans and programs that:</p> <ol style="list-style-type: none"> <li>1) Identify mission-critical occupations and competencies;</li> <li>2) Identify workforce competency gaps;</li> <li>3) Include strategies for closing competency gaps; and</li> <li>4) Assess periodically, but not less than annually, the overall agency talent management program to identify training needs within the agency as</li> </ol> | <p>ADs</p> <p>AD (HRPD)</p> <p>ADs</p> <p>AD (HRPD)</p> | <p>DADs; Division Chiefs</p> <p>Division Chiefs (HRPD)</p>     |

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|                       | required by section 303 of E.O. 11348.   |  |                                    |
| Title 5 CFR § 410.302 | <p>To prescribe procedures as are necessary to ensure that the selection of employees for training is made without regard to political preference, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights as provided by the merit system principles set forth in 5 U.S.C. 2301 (b)(2).</p> <p>To prescribe procedures as are necessary to ensure that the training facility and curriculum are accessible to employees with disabilities.</p> <p>To not allow training in a facility that discriminates in the admission or treatment of students.</p> | <p>AD (HRPD)</p> <p>AD (HRPD)</p> <p>ADs</p> | DADs, Division Chiefs              |
| Title 5 CFR § 410.307 | To determine whether an agency may train an employee to meet the qualification requirements of a position in another agency.   | AD (HRPD)                                    |                                    |
| Title 5 CFR § 410.308 | To assess and maintain records on the effectiveness of training assignments to obtain an academic degree.  | AD (HRPD)                                    |                                    |
| Title 5 CFR § 410.309 | <p>To establish written procedures that include the minimum requirements for continued service agreements.</p> <p>To establish procedures to compute length of training period for academic degree training programs in accordance with § 410.310(d).</p>  | AD (HRPD)                                    |                                    |
| Title 5 CFR § 410.401 | To determine which expenses constitute necessary training expenses under section 4109 of title 5, U.S.C.   | ADs  | DADs, Division Chiefs              |
| Title 5 CFR § 410.405 | To establish such procedures as he or she considers necessary to protect the Government's interest when employees fail to complete, or to successfully complete, training for which the agency pays expenses.  | AD (HRPD)                                    |                                    |
| Title 5 CFR § 412.201 | To develop a comprehensive management succession program, based on the agency's workforce  | AD (HRPD)                                    | DAD (HRPD), Division Chiefs (HRPD) |

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|  | succession plans, to fill agency<br>supervisory and managerial positions. |  |  |
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**8000 SUBJECT CLASSIFICATION CODE DELEGATION ORDERS**

**8620 - Personnel Security Investigations [Prior DO – ATF O 1180.1A]  
OPI: Office of Professional Responsibility and Security Operations**

| Authority Citation   | Authority Narrative   | Delegation            | Redelegation   |
|--|---|-----------------------|--|
| <p>E.O. 10450, Security Requirements for Government Employment, dated 4/27/1953,</p> <p>E.O. 12968, Access to Classified Information, dated 8/2/1995,</p> <p>DOJ Order 2600.2D, Security Programs and Responsibilities, dated 06/11/2011, and</p> <p>DOJ Memorandum dated 1/24/03, Delegation of Authority</p> | <p>To perform the operating functions relating to personnel security; authority to grant Top Secret, Secret, and Confidential security clearances to all employees, except the Director, other assigned political appointees, Schedule C employees, and attorneys; this includes the granting of interim clearances; to waive the pre-appointment full-field background investigation requirements; to deny, suspend, or revoke eligibility for initial or continued access to classified information; to develop, implement, and manage a contractor personnel security program; and to make security determinations for all ATF contractors for non-classified contracts.</p> | <p>AD (OPRSO)/CSO</p> | <p>The authority given to the AD, OPRSO may not be redelegated. In addition the recommendation authority delegated to the Chief, Personnel Security Division, to carry out the duties of personnel security program, may not be redelegated.</p> |
|  | <p>To grant the security clearance for the Personnel Security Officer.</p>  | <p>AD (OPRSO)/CSO</p> | <p>May not be redelegated.</p>   |
| <p>E.O. 10450, Security Requirements for Government Employment, dated 4/27/1953,</p> <p>E.O. 12968, Access to Classified Information, dated 8/2/1995, and</p> <p>DOJ Order 2600.2D, Security Programs and Responsibilities, dated 06/11/2011</p>   | <p>To grant Confidential, Secret, or Top Secret clearances, including interim clearances, to non-contractor personnel outside the Executive Branch; including, but not limited to state and local law enforcement officials.</p>  | <p>AD (OPRSO)/CSO</p> | <p>May not be Redelegated. The AD, OPRSO, has designated the Chief, Personnel Security Division, to carry out the duties of personnel security program</p>   |
| <p>Title 28 CFR § 17.11; DOJ Memorandum dated 11/24/03, Delegation of Authority</p>  | <p>Indefinite delegation to approve law student volunteer applicants whose pre-employment paperwork does not reflect significant derogatory information.</p>  | <p>CC</p>             | <p>Chief, Personnel Security Division/Personnel Security Officer</p>   |
| <p>DOJ Memorandum dated 6/7/04, Temporary</p>  | <p>To review and approve the FBI background investigations for attorneys and law students.</p>  | <p>CC</p>             | <p>Chief, Personnel Security</p>   |

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| <p>Delegation of Authority to Approve Appointments of Certain Law Student Volunteer Applicants</p> <p>DOJ Delegation of Personnel Authorizations by the Head of the Organization, dated 4/14/03</p> <p>DOJ Policy Memorandum #2013-02, Department of Justice Appeal Process for Denial or Revocation of Eligibility</p> | <p>To review all clearance denials or revocation.</p> | <p>CC</p> | <p>Division/Personnel Security Officer</p> <p>May not be redelegated</p> |
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**8800 - Information Security [Prior DO – ATF O 1180.2]**  
**OPI: Office of Professional Responsibility and Security Operations**

| Authority Citation   | Authority Narrative  | Delegation                             | Redelegation  |
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| <p>Title 6 U.S.C. § 531, and Title 28 CFR §§ 0.130 through 0.133, Functions, delegations and continuity of regulations of ATF</p> <p>E.O. 12958, Classified National Security Information, dated 4/17/1995 and</p> | <p>Act as the executive level point of contact for all security matters for the Bureau and strategically direct policy and oversight related to security and emergency preparedness activities for the directorates, field divisions and their components, employees and contractors.</p> <p>Provides strategic direction and is directly responsible for the following programs:</p> <ol style="list-style-type: none"> <li>1. Physical Security.</li> <li>2. Personnel Security.</li> <li>3. Information Security.</li> <li>4. Emergency Preparedness.</li> <li>5. Continuity of Operations /Continuity of Government.</li> <li>6. Operations Security.</li> <li>7. Executive Protection.</li> </ol> <p>Coordinates and supports:</p> <ol style="list-style-type: none"> <li>1. IT and Telecommunications Security.</li> <li>2. Document Security.</li> </ol> <p>Provides guidance when making original classification, declassification, and downgrading decisions on classified National</p> | <p>AD (OPRSO)/ CSO</p> <p>Director</p> | <p>May not be redelegated</p> <p>May not be redelegated</p> |

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| ATF O 8800.1E,<br>Information Security, dated<br>8/29/2017 | Security Information at the Top<br>Secret, Secret, and/or Confidential<br>levels. |  |  |
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**9000 SUBJECT CLASSIFICATION CODE DELEGATION ORDERS**

**9000 - Freedom of Information [Prior DO – ATF O 1190.4]  
OPI: Office of Public and Governmental Affairs**

| Authority Citation  | Authority Narrative  | Delegation                        | Redelegation                  |
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| <p><b>Freedom of Information Act (FOIA):</b><br/>ATF O 9000.1B, Public and Governmental Affairs, dated 10/10/2013,</p> <p>Title 5 U.S.C. § 555, as amended,</p> <p>Freedom of Information Act Improvement Act of 2016, Public Law 114-185,</p> <p>Title 28 CFR § 16</p> <p><b>Privacy Act (PA):</b><br/>Privacy Act, as amended,</p> <p>Title 5 U.S.C. § 552a,</p> <p>DOJ Order 0601, Privacy and Civil Liberties, dated 2/6/14</p> | <p>Acting as the principle advisor to ATF’s Senior management officials on all matters relating to the public disclosure of information subject to FOIA and PA.</p> <p>Formulating and implementing ATF policy as it relates to the FOIA and PA, and supervising the centralized processing of all request submitted to the Bureau.</p> <p>Servers as the Senior Component Official for Privacy (SCOP), ensuring all system of Record Notices (SORN) and Privacy Impact Assessments (PIA) are current.</p> | <p>Chief, Disclosure Division</p> | <p>May not be redelegated</p> |

**9310 - Correspondence Management [Prior DO – ATF O 1100.2C]  
OPI: Office of Public and Governmental Affairs**

| Authority Citation  | Authority Narrative   | Delegation  | Redelegation   |
|---|---|---|--|
| <p>Title 28 U.S.C. § 599A, Bureau of Alcohol, Tobacco, Firearms and Explosives, and</p> <p>Title 28 CFR §§ 0.130 through 0.133, Functions, delegations and continuity of regulations of ATF</p> | <p>1. To sign official ATF correspondence.</p> <p>2. To sign official ATF correspondence and related documents pertaining to:</p> <p>a. Operational matters directed to other ATF Headquarters and field offices under their supervision.</p> <p>b. Official correspondence of a technical nature directed to counterparts in DOJ, other DOJ components, the public, industry members, and other Government agencies.</p> <p>3. To sign correspondence prepared in response to congressional inquiries referred to the PGA as such reply constitutes routine or informational reply.</p> <p>4. All individuals designated to act for an official will sign their own name as the acting official rather than signing “for” that official.</p> | <p>Director</p> <p>ADs and Chief Counsel</p> <p>AD, Public and Governmental Affairs (PGA)</p> <p>Acting ADs and Acting CC</p> | <p>DD</p> <p>May not be redelegated</p> <p>May not be redelegated</p> <p>Not below the level of branch chief</p> |

**9700 - Legal Counsel [Prior DO – ATF O 1190.3]  
OPI: Office of Chief Counsel**

| Authority Citation   | Authority Narrative   | Delegation           | Redelegation   |
|--|---|----------------------|--|
| <p>Title 28 CFR § 0.130, General Functions,</p> <p>Title 28 CFR § 0.131, Specific Functions,</p> <p>Title 28 CFR § 0.132, Delegation respecting claims against the Bureau of Alcohol, Tobacco, Firearms and Explosives,</p> <p>Title 28 CFR § 0.133, Transition and continuity of regulations,</p> | <p>To establish the Office of Chief Counsel within the Bureau of ATF and set forth delegations of authority to the Chief Counsel in the following areas: providing legal advice, drafting legal opinions and other documents that interpret laws and regulations, litigation, compromise authority, personnel, organization, remission or mitigation of forfeiture.</p> | <p>Chief Counsel</p> | <p>May be redelegated at the discretion of the Chief Counsel insofar as such delegations comply with any applicable regulations, directives or policies of the DOJ</p> |

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| <p>Title 28 CFR § 0.138,<br/>Federal Bureau of<br/>Investigation, Drug<br/>Enforcement<br/>Administration, Bureau of<br/>Alcohol, Tobacco,<br/>Firearms, and<br/>Explosives, Bureau of<br/>Prisons, Federal Prison<br/>Industries, Immigration<br/>and Naturalization<br/>Service, United States<br/>Marshals Service, Office<br/>of Justice Programs,<br/>Executive Office for<br/>Immigration Review,<br/>Executive Office for<br/>United States Attorneys,<br/>Executive Office for<br/>United States Trustees,</p> <p>Title 28 CFR § 0.140,<br/>Authority relating to<br/>advertisements, and<br/>purchase of certain<br/>supplies and services,</p> <p>Title 28 CFR § 0.141,<br/>Audit and ledger<br/>accounts,</p> <p>Title 28 CFR § 0.142, Per<br/>diem and travel<br/>allowances,</p> <p>Title 28 CFR § 0.143,<br/>Incentive Award<br/>Program,</p> <p>Title 28 CFR § 0.144,<br/>Determination of Basic<br/>Workweek,</p> <p>Title 28 CFR § 0.145,<br/>Overtime Pay,</p> <p>Title 28 CFR § 0.146,<br/>Seals,</p> <p>Title 28 CFR § 0.147,<br/>Certification of<br/>obligations,</p> |  |  |  |
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| <p>Title 28 CFR § 0.148,<br/>Certifying Officers,</p> <p>Title 28 CFR § 0.149,<br/>Cash payments,</p> <p>Title 28 CFR § 0.151,<br/>Administering Oath of<br/>Office,</p> <p>Title 28 CFR § 0.152,<br/>Approval of funds for<br/>attendance at meetings,</p> <p>Title 28 CFR § 0.153,<br/>Selection and<br/>assignment of employees<br/>for training,</p> <p>Title 28 CFR § 0.154,<br/>Advance and evacuation<br/>payments and special<br/>allowances, and</p> <p>Title 28 CFR § 0.155,<br/>Waiver of claims for<br/>erroneous payments of<br/>pay and allowances.</p> |  |  |  |
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ABBREVIATIONS

**A**

|       |   |
|-------|---|
| AAG   | Assistant Attorney General                          |
| AAG/A | Assistant Attorney General for Administration       |
| AD    | Assistant Director                                  |
| AFSPD | Asset Forfeiture and Seized Property Division       |
| AG    | Attorney General                                    |
| AS    | Area Supervisor                                     |
| ASAC  | Assistant Special Agent in Charge                   |
| ATF   | Bureau of Alcohol, Tobacco, Firearms and Explosives |

**B**

|      |                                  |
|------|----------------------------------|
| BAB  | Bureau Advisory Board            |
| BCPO | Bureau Chief Procurement Officer |
| BDO  | Bureau Deciding Official         |

**C**

|     |                             |
|-----|-----------------------------|
| CAT | Component Assessment Team   |
| CC  | Chief Council               |
| CFO | Chief Financial Officer     |
| CFR | Code of Federal Regulations |
| CIO | Chief Information Officer   |
| CO  | Contracting Officer         |
| CS  | Contract Specialist         |
| CSO | Chief Security Officer      |

**D**

|      |                                 |
|------|---------------------------------|
| DAD  | Deputy Assistant Director       |
| DCFO | Deputy Chief Financial Officer  |
| DD   | Deputy Director                 |
| DIO  | Director of Industry Operations |
| DO   | Delegation Order                |
| DOJ  | Department of Justice           |

**E**

|      |   |
|------|---|
| EA   | Executive Assistant                           |
| EEO  | Equal Employment Opportunity                  |
| E.O. | Executive Order                               |
| EPS  | Enforcement Programs and Services (Office of) |

**F**

|        |  |
|--------|--|
| FAR    | Federal Acquisition Regulation                               |
| FEIB   | Firearms and Explosives Imports Branch                       |
| FEID   | Firearms, Explosives Industry Division                       |
| FESD   | Firearms and Explosives Services Division                    |
| FITARA | Federal Information Technology Acquisition Reform Act        |
| FFL    | Federal Firearms Licensee <u>or</u> Federal Firearms License |
| FLETC  | Federal Law Enforcement Training Center                      |
| FMD    | Financial Management Division                                |
| FMFIA  | Federal Managers Financial Integrity Act                     |
| FMR    | Federal Management Regulations                               |
| FOIA   | Freedom of Information Act                                   |
| FO     | Field Operations (Office of)                                 |
| FTCA   | Federal Tort Claims Act                                      |
| FTCB   | Firearms Technology Criminal Branch                          |
| FTISB  | Firearms Technology Industry Services Branch                 |
| FR     | Federal Register   |

**G**

GS Group Supervisor  
GSA General Services Administration

**H**

HIDTA High Intensity Drug Trafficking Area  
HR Human Resources  
HROD Human Resources Operations Division  
HRPD Human Resources and Professional Development (Office of)  
HQ Headquarters (Bureau)

**I**

ID Identification (media)  
IG Inspector General  
IO Industry Operations  
IT Information Technology

**J**

JAR Justice Acquisition Regulations  
JMD Justice Management Division

**M**

MPB Merit Promotion Board

**N**

NFA National Firearms Act  
NFAD National Firearms Act Division  
NIAA NICS Improvement Amendments Act  
NICS National Instant Criminal Background Check System

**O**

OARM Office of Attorney Recruitment and Management  
OCDETF Organized Crime Drug Enforcement Task Force  
OEEO Office of Equal Employment Opportunity  
OFPP Office of Federal Procurement Policy  
OM Office of Management (ATF)  
OMB Office of Management and Budget  
OPI Office of Primary Interest (e.g., owner of the delegation of authority)  
OPM Office of Personnel Management  
OPRSO Office of Professional Responsibility and Security Operations  
OSII Office of Strategic Intelligence and Information  
OST Office of Science and Technology

**P**

PA Privacy Act  
PCS Permanent Change of Station  
PGA Public and Governmental Affairs  
PGD Procurement Guidance Document  
PRB Professional Review Board

**R**

RAC Resident Agent in Charge

**S**

SAC Special Agent in Charge  
SAT Senior Assessment Team  
SBA Small Business Act  
SES Senior Executive Service  
SF Standard Form  
§ Section (of the Code of Federal Regulations or the United States Code)  
§§ Sections (of the Code of Federal Regulations or the United States Code)

**T**

TDY Temporary Duty Travel  
TFO Task Force Officer

**U**

U.S.C. United States Code