

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Delegation of Authority for the Chief Administrative Officer

AGENCY: Office of the Secretary, HUD.

ACTION: Notice of Delegation of Authority.

SUMMARY: Through this notice, the Secretary delegates all authority for administrative services for the U.S. Department of Housing and Urban Development to the Chief Administrative Officer (CAO) as head of the Office of Administration (OA). The Chief Administrative Officer reports to the Deputy Secretary.

DATE: Effective upon signature.

FOR FURTHER INFORMATION CONTACT: Laura L. McClure, Office of Administration, U.S. Department of Housing and Urban Development, 451 7th Street, S.W. Room 6186, Washington, DC 20410-0500, (202) 402-6300, Laura.l.mcclure@hud.gov.

SUPPLEMENTARY INFORMATION: In the Fiscal Year 2014 Budget, the Department separated the Office of Chief Human Capital Officer (OCHCO) and the Office of Administration. Each of these offices will report to the Office of the Deputy Secretary. The Office of Administration will include the Office of Disaster Management and National Security and all authorities previously delegated to that office.

Section A. Authority Delegated

1. The CAO is hereby delegated all authority and assigned all responsibility for administrative services within HUD, including, without limitation, the following:
 - (a) Directing and managing all aspects of the Department's administrative functions including, but not limited to: field support services, executive secretariat, facilities management, disaster management and national security, and digital and multimedia.
 - (b) Providing direction and oversight for administrative services, setting departmental administrative policy, and effectively managing departmental resources.
2. In addition to the administrative authorities described above, the Chief Administrative Officer is hereby delegated authority to carry out the following responsibilities:
 - (a) Provide for the management, operations, and safety of all HUD facilities located in the National Capital Region. This includes identifying facility-related priorities, developing plans, and improving the workplace conditions and related support services for all headquarters' employees. Services include, but are not limited to: space management, real and personal property management, facilities and related services, building operations and

energy efficiency, fleet management, safety and environmental health, and physical security.

- (b) Provide HUD field office staff with administrative support services. This includes consultant, advisory, and liaison services for field employees for designated human capital services and the delivery and oversight of administrative functions in fourteen field offices. Functions performed include: budget formulation and execution for field services; improving workplace conditions for field employees; and managing and coordinating all field administrative support services.
 - (c) Manage and oversee digital enterprise services for the department, which includes establishing a digital portfolio by providing an enterprise digital and multi-media program. This includes ensuring the department meets and complies with current laws and Executive Orders for digital media, sustainability initiatives, and government accountability. Core services include broadcast communications, digital documents, graphics and visual arts, printing, multimedia, social media, photography, distance learning, digital communications, records management, telecommunications management, and mail distribution and management.
 - (d) Coordinate disaster management and national security for the department, including serving as the point of contact to coordinate HUD's role in the federal government's response to and recovery from national disasters. This includes: development and coordination of disaster management programs, planning and managing national security programs, and providing protective services for the HUD Secretary and Deputy Secretary. This also includes coordinating preparedness activities across the department, such as tests, training, and exercises for local and national disasters.
 - (e) Serve as the Executive Secretariat and provide a central location for the coordination and oversight of executive correspondence, executive scheduling, Freedom of Information Act requests, and the protection of employee privacy. This includes serving as the coordination point for the management of correspondence to and from the Secretary and the Deputy Secretary, as well as from the Congress and elected officials. Manages and responds to requests for meetings, appointments, and public appearances by the Secretary and senior Department officials.
3. The CAO has full authority to waive any requirements in any policy and/or program developed, administered, and/or managed by the OA. The CAO will perform such additional duties as may be assigned to the CAO by applicable law or regulation.

Section B. Authority To Redelegate.

The Chief Administrative Officer may redelegate any of the authority delegated under Section A above.

Section C. Authority Excepted.

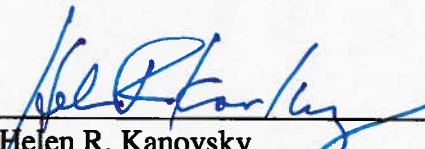
The authority delegated in this document does not include the authority to sue or be sued or to issue or waive regulations.

Section D. Authority Superseded.

This redelegation supersedes all previous delegations of authority to the Assistant Secretary for Administration, the Chief Human Capital Officer, and the Chief Disaster and National Security Officer with respect to the authorities stated herein including the Delegation for the Office of Disaster Management and National Security, 76 Federal Register 62433, and the Delegation for the Office of the Chief Human Capital Officer, 76 Federal Register 69030.

Authority: Section 7(d) of the Department of Housing and Urban Development Act (42 U.S.C. 3535(d)).

Date: July 18, 2014



Helen R. Kanovsky
Acting Deputy Secretary