

Missouri Instruction 2006-F

PART 2006 – MANAGEMENT

SUBPART F – DELEGATION OF AUTHORITY

SECTION 2006.251 General

This Missouri Instruction supplements Rural Development Instruction 2006-F.

SECTION 2006.254 Expiration of Delegated Authority

A new delegation of authority is not needed because of a change in supervisor. The new supervisor will review the existing delegations of authority and determine whether changes are needed. No further action is needed if there are no changes to be made. Delegations may be terminated in writing at the discretion of the supervisor.

Authorities will be individually delegated by the supervisor to staff members. Authorities will only be delegated after the supervisor has determined that appropriate training/experience has been received and that the employee is qualified to perform the duty. The supervisor will periodically review the authority that was delegated to an employee to establish that work assignments are being properly performed to maintain the delegation.

SECTION 2006.255 Preparation and distribution of documents for further delegations

Delegations should be prepared in accordance with RD Instruction 2006-F, in an original and 2 copies, and distributed as follows:

1. Signed original to the delegate.
2. Copy of the original signed document to the 2006-F operational file folder of the originating office.
3. Copy of the original signed document to the State Office, ATTN: Patty Barner, for filing in the State Office's 2006-F operational file folder.

DISTRIBUTION: S, A

Administration
Management

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