



THE SECRETARY OF HEALTH AND HUMAN SERVICES  
WASHINGTON, D.C. 20201

SEP 27 1995

TO: Head of Operating Divisions  
Inspector General

FROM: The Secretary

SUBJECT: Delegation of Authority to Approve Reorganizations

Pursuant to the authority vested in the Secretary under Section 6, Reorganization Plan No. 1 of 1953, I hereby delegate to you the authority to approve all reorganization proposals within your organization, except the authority retained by the Secretary as identified below:

Authority Retained by the Secretary

The Secretary retains the authority to approve all reorganizations that involve:

1. More than one Operating Division - - This would include the transfer of a function, program or component from one Operating Division to another.
2. A statutorily based organization - - This would include: a) the establishment of an organizational unit which must be approved by Congress; b) the abolition of a statutorily based organizational unit; or c) the elimination of a function mandated to be included in such an organizational unit.
3. A significant reorganization which may affect the public.

For these reorganizations, if no decision is made within 30 days of receipt in the Office of the Secretary – except for a reorganization requiring Congressional approval – the OPDIV head may approve the reorganization. For reorganizations involving Reorganization before it becomes effective.

Accountability

Each OPDIV Head must develop a list of significant organizational changes expected to take place in the OPDIV during the reviewing period. These reorganization proposals would be agreed upon between the Secretary and OPDIV Head and reflected in the OPDIV Head's written performance agreement.

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Requirements

Each OPDIV must publish a Federal Register Notice of any organizational changes which affect a component reporting directly to the OPDIV Head. In addition, each OPDIV must maintain an Organizational Manual which includes, as a minimum, the functional statement of all components reporting directly to the OPDIV Head.

Guidance

Exercise of this authority shall be in accordance with Chapter 8-60, title “Reorganizational Procedures,” of the General Administration Manual.

Limitation

The reorganization authority delegated to the Assistant Secretary for Management and Budget, as the OPDIV Head for the Office of the Secretary, excludes authority for the Office of the Inspector General (to which authority has otherwise been delegated herein).

Superseded Delegations

This delegation supersedes all previous delegations of authority for reorganizations granted by the Secretary to any Operating Division Heads, Staff Division Heads or other senior officials within the Department.

Effective Date

This delegation is effective upon date of signature.

*/Donna E. Shalala/*

Donna E. Shalala

Cc: STAFFDIV Heads  
Regional Directors