Worksheet #2: Delegations of Authority

Identify the function and the type of authority to be delegated. List the position currently holding the authority and who the authority will be delegated to. Then list the triggering conditions under which the authority would be delegated, the procedures to operate under, and the limitations of the authority. The first row provides an example.

**Cabinet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Authority****(Function)** | **Type of Authority** | **Position Holding Authority** | **Delegation to Position** | **Triggering Conditions** | **Procedures** | **Limitations** |
| *Contracts* | *Signature Authority* | *Attorney* | *Assistant Attorney* | *Incapacitated or unavailable* | *Internal policy*  | *Upon return of the incumbent* |
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