

within the jurisdiction of the Field Office Directors;

- Approving short-term details across program area lines (not to exceed thirty days). Regional Directors may authorize an additional 30 days;

- Approving leave requests for managers and supervisors;
- Participating in the hiring process for managers and supervisors within the jurisdiction of the Field Office Director;
- Acting as supervisor, or when necessary, assigning a supervisor, to outstationed staff; and
- Managing and conducting labor/management relations.

### 3. Administrative Management

- Determining official office hours, opening, emergency closing and emergency procedures.

### 4. Managing the Administrative Budget, e.g., Training, Equipment, etc.

- Resource Management.;
- Approving program travel requests; and

- Redistribute up to 20% of travel funds among program areas in coordination with the Regional Director and Assistant Deputy Secretary for Field Policy and Management.

### 5. Representation

- Developing and maintaining the lead point of contact with local officials, at the Field Office level;

- Maintaining the role as principal point of contact with industry groups, at the Field Office level;

- Managing all inquiries and correspondence, including Freedom of Information Act requests, Congressional and Intergovernmental communications, at the Field Office level;

- Responding on a case-by-case basis, to media inquiries, at the Field Office level, in conjunction with the Regional Director, Headquarters, and the Office of Public Affairs;

- Administering the local office's Web page and internet sources; and

- Monitoring and evaluating customer service at the Field Office level.

### Section B. No Authority To Further Redelegate

The Field Office Director *may not* further redelegate the specific operational management authorities redelegated within this document. All previous delegated or redelegated authority to field office managers and supervisors inconsistent with this Redelegation of Authority is hereby revoked.

**Authority:** Delegation of Authority to Regional Directors, 67 FR 13790 (March 26, 2002.) Section 7(d), Department of Housing and Urban Development Act, 42 U.S.C. 3535(d).

Dated: October 11, 2002.

**John W. Meyers,**

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