

BPA Policy 140-2

Administrative Designations

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1. Purpose & Background

The Administrator of the Bonneville Power Administration (Administrator) derives authority from the Bonneville Power Administration's (BPA) organic statutes, as well as other Federal statutes, regulations, rules, directives, policies, and delegations. In exercising this authority, the Administrator may designate specific areas of responsibility and authority to BPA executives and individual employees.

This document sets forth policies governing administrative designations within BPA for certain officials of record required by statute, or other federal regulation, delegations or Department of Energy Orders. A list of positions/individuals requiring administrative designation can be found in the appendix of this policy.

2. Policy Owner

The BPA Administrator is the owner of this policy. The Chief Compliance Officer and the Agency Compliance and Governance organization have overall responsibility for implementing, monitoring, reporting, evaluating, and proposing revisions to this policy.

3. Applicability

BPA employees with Administrative Designations.

4. Terms & Definitions

- A. Administrative Designation: The specific designation to serve as BPA's official of record to execute authorities derived from specific regulations, rules, directives, policies, and delegations of an administrative nature.
- B. Binding: Actions taken that legally obligate BPA.
- C. Customer Contract Management (CCM) system: The official BPA system repository of record for creating, assigning, approving, and rescinding Administrative Designations.
- D. Delegations of Authority Working Group (DAWG): A cross agency working group established to ensure delegations are prepared using consistent documentation standards and implemented according to BPA policies and the discretion of the Administrator.

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5. Policy

- A. It is BPA’s policy to designate individuals responsible for ensuring BPA’s internal administrative and/or regulatory compliance in writing. Such designations are distinguished from Delegations of Authority, as these designations do not include the authority to bind BPA. A list of positions/individuals requiring administrative designations can be found in the attached appendix of this policy. All authorities to bind BPA must be documented as static delegations and/or individual delegations. (see Delegation of Authority 140-1, section 1.5)
- B. Only individuals identified as the responsible official (designee) are recorded in CCM. Designations may be rescinded at any time and must be rescinded upon separation of the incumbent from BPA. All rescissions must be executed using the CCM system.
- C. The responsibilities of the designation should be included in the designee’s performance plan. Designees may further assign responsibilities associated with their Administrative Designation, but the official designee remains accountable for the responsibilities.

BPA Static Designations

Designations are outlined in each appropriate Functional Statement and documented within CCM.

6. Policy Exceptions

Delegations of Authority as defined in BPA Policy 140-1.

7. Responsibilities

- A. Designator responsibilities:
 - 1. Implement, document and assure compliance with any controls for the execution of the designated authorities, either in a separate procedural document, in an A-123 process control document, in the designator’s position description and performance plan, or separate assignment of responsibility documents.
 - 2. Rescind, using the CCM system, any authority he/she has designated if a designee is no longer authorized to exercise the authority.
- B. Designee responsibilities:
 - 1. Exercise designated authorities in compliance with the designation, this policy, and any additional procedures and controls.

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2. Acceptance of a designation indicates that the designee understands these conditions.

C. Customer Support Services responsibilities:

1. Operate and maintain the Customer Contract Management (CCM) system for creation and lifecycle management of Administrative Designation records.
2. Provide a controls reference documents library for restricted internal access and use by designation preparers, designators, and designees.
3. Provide technical training and support for designation preparers.

D. Agency Compliance and Governance responsibilities:

1. The Chief Compliance Officer is BPA’s reviewing official and is responsible for the review of all Administrative Designation records processed in the online CCM system.
2. Manage and lead the Delegations of Authority Working Group.

E. Delegations of Authority Working Group (DAWG) responsibilities:

1. Ensure designations are prepared using consistent standards and implemented according to BPA policies and the discretion of the Administrator.
2. Work collaboratively to ensure BPA designations comport with this policy, other BPA policies and with BPA’s internal controls policy and program; serve as liaisons with business organization management and delegates for all matters related to designations; and to communicate changes to appropriate audiences and stakeholders.
3. Continuously improve designation development, documentation, and lifecycle management.
4. Resolve designation issues as they arise, recommending appropriate actions for approval by BPA executive management, the Internal Controls Oversight Team (ICOT), and the Audit, Compliance and Governance Committee (ACGC).
5. Discuss, interpret, and resolve issues regarding the application of designations. Consult with subject matter experts and higher level decision makers as appropriate.
6. Update this policy based upon BPA business requirements.

8. Standards & Procedures

Procedures to execute a designation are outlined in BPA Procedures 140-1-1. To request, initiate or modify an Administrative Designation contact your DAWG member. The manager for CGC will maintain a list of DAWG members.

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9. Performance & Monitoring

Ongoing monitoring and review of the CCM designation records system will be conducted by CCM staff and members of the DAWG to determine appropriate application of this policy and CCM system requirements. Such monitoring will include review of the designations repository to assure appropriate rescissions are in place due to employee separations. Electronic signature in CCM of Administrative Designations in CCM constitutes acceptance of the Administrative Designations.

10. Authorities & References

- A. Department of Energy Delegation Order No. 00-033-00B, Delegation of Authority to the Administrator and Chief Executive Officer of the Bonneville Power Administration.
- B. Bonneville Project Act, August 20, 1937
- C. Federal Columbia River Transmission System Act of 1974
- D. Customer Contract Management (CCM), Delegations of Authority.
- E. BPA Delegation of Authority Procedures 140-1-1.

11. Review

This policy will be reviewed every five years starting in 2020.

12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
0.1	October 5, 2015	New Policy
1.0	December 10, 2015	Initial publication
1.1	January 25, 2016	Corrected footer effective date to 12/10/15 from 10/5/2014. Corrected <i>Review</i> date from 2019 to 2020 to reflect updated Sunset Review date of 12/10/20. Version 1.0 not archived.
1.2	October 29, 2019	Updated Appendix

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Appendix A Administrative Designations Appendix

Name	Delegate Title	Delegate Org	Authorized Actions	Alternative Delegation Type	Term Limit	Dollar Limit	Other Limitations	May delegate further	Settlement Authority	Waiver Authority
Palen, Candice	Supervisory Government Information Specialist	CGI	Serve as	Designated Freedom of Information Act Officer	N/A	N/A	This administrative designation is governed by 10 C.F.R. part 1004, Freedom of Information Officer, Sub 1.	No	No	Yes
Plaen, Candice	Supervisory Government Information Specialist	CGI	Serve as	Designated Agency Records Officer	N/A	N/A	This administrative designation is governed by 10 C.F.R. part 1004, Freedom of Information Officer, Sub 1.	No	No	No
Palen, Candice	Supervisory Government Information Specialist	CGI	Serve as	Designated as Information Collection Management Officer	N/A	N/A	This administrative designation is governed by 10 C.F.R. part 1004, Freedom of Information Officer, Sub 1.	No	No	No
Palen, Candice	Supervisory Government Information Specialist	CGI	Serve as	Designated Privacy Act Officer	N/A	N/A	This administrative designation is governed by Department of Energy (DOE) Order 206.1.	No	No	No
Bea, Brad A	Safety & Occupational Health Manager	NF	Serve As	Designated Chief Safety Officer (BPA title) (Designated Safety and Health Official in OSHA terms)	N/A	N/A	This administrative designation is governed by OSHA law and regulations and Department of Energy (DOE) Order.	Yes	No	No
Josephson, Ryan D	Supervisory Disbursement Specialist	FTD	Serve As	Designated Certifying Officer	N/A	N/A	This administrative designation is governed by 31 U.S.C. Sec. 3321 and 3528.	No	No	No
Capps, Stephan	Supervisory Facility Operations Specialist	NW	Serve as	Real Property Financial Agreements: Transmission and all others except EFW	N/A	N/A	Delegated authority excludes agreements related to Environment, Fish & Wildlife	Yes	Yes	Yes
Digenova Jeffery	Manager, System Operations	TO	Serve As	Designated Senior CIP Manager	N/A	N/A	This administrative designation is governed by CIP-003-x standards (refer to current version for details). Redesignations of CIP Manager administrative duties are defined in memorandums created and maintained by Grid Operations System Security Management (COISSM) and not in CCM.	Yes	No	No
Berry, Ben	Vice President of Information Technology & Chief Information Officer	J	Serve As	Designated Chief Information Officer	N/A	N/A	This administrative designation is governed by 44 U.S.C. § 3544(a)(3) and Department of Energy Order (DOE) 205.1B.	No	No	No
Dodd Jr., Gary A.	Supervisory Information Technology Specialist (INFOSEC)	JB	Serve as	Senior Agency Information Security Officer	N/A	N/A	This administrative designation is governed by 44 U.S.C. § 3544(a)(3)(A)(i) and Department of Energy Order (DOE) 205.1B.	No	No	No
Schmidt, Sunshine	Supervisory, Archeologist	ECC	Serve as	Supervisory Archeologist	N/A	N/A		No	No	No
Laylo, Sarah	Security Officer	NN	Serve as	Cognizant Security Authority	N/A	N/A		No	No	No
Jenkins, Nicholas	Supervisory Procurement analyst	CGI	Serve as	Authorizing Official Designated Representative		N/A		Yes	No	No
Kingsbury, Pamela	Physical Scientist	ECC	Serve as	Scientist	N/A	N/A		No	No	No
Biegel, Sarah	Environmental Protection	EC	Serve as	NEPA Compliance Officers	N/A	N/A		No	No	No
Grange, Katey	Environmental Protection Supervisor	ECT	Serve as	NEPA Compliance Officers	N/A	N/A		No	No	No

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