

**APPENDIX 1**  
**DELEGATION OF AUTHORITY FOR AUTHORIZED EMPLOYEES**

The authority to accept donations on behalf of the NPS must be delegated by the Director. NPS employees who have been delegated this authority are designated as “authorized employees.” RM-21 contains a detailed list of authorized employee responsibilities, some of which are undertaken in concert with a philanthropic partner.

Past policy established thresholds for superintendents, regional directors, and several positions in the Washington Support Office (WASO) to accept donations as a right of their positions. This Order has retained these thresholds as “base thresholds.”

Authorized employees may be delegated a higher authority level after completing a certification program (see section 3.1.4). This level of authority will allow authorized employees to approve philanthropic agreements and to waive the requirement for a feasibility study up to the same threshold. While the certification is not required unless an authorized employee is interested in a higher delegation of authority, it is highly recommended. The decision to pursue a higher level of delegated authority is voluntary.

An authorized employee’s ability to accept a donation remains predicated on successful donor review or vetting (see section 5, Donor Review) and receipt of the final determination of the Assistant Director, Partnerships and Civic Engagement for donations over \$250,000.

The table below shows the base thresholds for authorized employees who may accept donations and sign philanthropic agreements and the higher thresholds provided with certification. These threshold levels may change over time; updates will be provided through RM-21.

<b>Delegations of Authority for Authorized Employees</b>		
<b>Authorized Employee</b>	<b>Base Thresholds*</b>	<b>Thresholds with Certification**</b>
<b>Deputy Directors</b>	Up to \$1 million	Over \$5 million may be delegated by the Director
<b>Associate/Assistant Directors</b>	Up to \$1 million	Up to \$5 million may be delegated by the Director
<b>Assistant Director, Partnerships and Civic Engagement</b>	Up to \$1 million	Up to \$5 million may be delegated by the Director
<b>Regional Directors (RD)</b>	Up to \$1 million	Up to \$5 million may be delegated by the Director
<b>WASO Division Chief, Office of Partnerships and Philanthropy</b>	Up to \$100,000	Up to \$5 million may be delegated by Assistant Director, Partnerships and Civic Engagement
<b>Superintendents and WASO Program Managers</b>	Up to \$100,000	Up to \$5 million may be delegated by regional directors or associate/assistant directors based on grade level, size of budget, and philanthropic experience
<p>*The Base Thresholds levels are derived from the levels set in Director’s Order #21 (2008). Also see footnote to 3.1.6</p> <p>**Thresholds pertain to accepting vetted donations (section 5), approving Philanthropic and Partner Design &amp; Construction agreements, and waiving Fundraising Feasibility Study requirements.</p> <p style="text-align: center;">● Authorized employees must meet the certification requirements to obtain</p>		

the delegated authority or to delegate authority for these threshold levels. Delegation is tied to the specific individual in a position; it does not automatically transfer to the next person assigned to a superintendency or program manager position.

- The NPS Development Advisory Board must approve all partnership construction projects over \$500,000; these thresholds apply to all fundraising for partnership construction projects.