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EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
WASHINGTON, D.C. 20503

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MEMORANDUM FOR: Ray Clark
Senior Policy Analyst

FROM: D. James Baker *D. James Baker*
Acting Chairman

SUBJECT: Delegation of Authority

In accordance with my authority as acting Chairman of the Council on Environmental Quality, and Director of the Office of Environmental Quality (Memorandum from the President, October 14, 1993; Pub. L. No. 91-190; and Pub. L. No. 91-224), you are hereby delegated the authority to undertake the following actions relative to the operations of the Council on Environmental Quality and the Office of Environmental Quality:

1. Approve apportionments, operating budgets and amendments thereto.
2. Initiate requisitions for materials, supplies, equipment, local travel, training, printing, contractual services and any other Office of Environmental Quality operating expenses including interagency agreements.
3. Sign payroll documents, including time and attendance records, leave and overtime records.
4. Approve bills and invoices submitted for payment.
5. Authorize expenditures for travel funds (Travel Authorizations).
6. Approve Travel Vouchers.
7. Pick up checks, reimbursements, and petty cash from the Imprest Fund.
8. Approve personnel actions, in particular, recruitment, appointments, and terminations, but excluding promotions.
9. Deposit money in the Office of Environmental Quality Management Fund, and approve fund transfers from the Office of Environmental Quality Management Fund.

Any authority related to expenditure of funds is limited to the amount provided in the annual appropriation for the Council on Environmental Quality and Office of Environmental Quality, and funds available in the Office of Environmental Quality Management Fund (11X3963). Authority and responsibilities shall be executed in accordance with the law and existing regulations and directives pertinent to the Council on Environmental Quality, the Office of Environmental Quality, and their operation.

This delegation is also made pursuant to Executive Order No. 12028 (Dec. 12, 1977), whereby all relevant activities of the Office of Environmental Quality and Council on Environmental Quality are subject to the administrative control of the Office of Administration, Executive Office of the President. The Office of Environmental Quality will be responsible for initiating requisitions and actions related to delegated responsibilities. The Financial Management Division, Office of Administration, will continue to be responsible for accounting. In addition, the Procurement and Contracting Branch, Administrative Operations Division, Office of Administration, will continue to be responsible for procurement actions.

You are authorized, upon notification to the Chairman, to redelegate this authority to any other person in the Office of Environmental Quality.

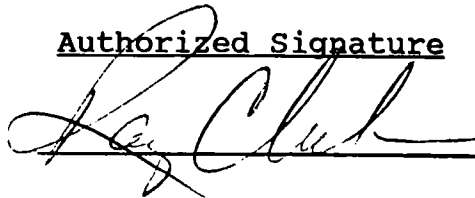
This Delegation of Authority shall take effect immediately, and shall replace any previous Delegation of Authority.

Name and Title

Authorized Signature

Date

Ray Clark
Senior Policy Analyst



29 Oct 93

cc: Financial Management Division
Office of Administration

Procurement and Contract Branch
Administrative Operations Division
Office of Administration

White House Office on Environmental Policy



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COUNCIL ON ENVIRONMENTAL QUALITY
WASHINGTON, D.C. 20503

February 10, 1994

MEMORANDUM FOR MARY COUTTS BECK
DIRECTOR, PERSONNEL MANAGEMENT DIVISION
OFFICE OF ADMINISTRATION

FROM;

DR. D. JAMES BAKER *D. James Baker*
UNDER SECRETARY OF COMMERCE, FOR
OCEANS AND ATMOSPHERE, AND
ACTING CHAIRMAN, COUNCIL ON
ENVIRONMENTAL QUALITY

RE; Appointment of Acting Chief of Staff

Effective today, I hereby appoint Edward R. Clark,
Senior Policy Analyst, as Acting Chief of Staff for the Council
on Environmental Quality.



EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
WASHINGTON, D.C. 20503

February 10, 1994

MEMORANDUM FOR MARY COUTTS BECK
DIRECTOR, PERSONNEL MANAGEMENT DIVISION
OFFICE OF ADMINISTRATION

FROM: DR. D. JAMES BAKER *D. James Baker*
UNDER SECRETARY OF COMMERCE FOR
OCEANS AND ATMOSPHERE, AND
ACTING CHAIRMAN, COUNCIL ON
ENVIRONMENTAL QUALITY

RE: Appointment of Acting Chairman

Effective today, I hereby resign my position as Acting Chairman, Council on Environmental Quality. Under the provisions of 5 U.S.C. § 3345, I designate Edward R. Clark, Acting Chief of Staff, as the Acting Chairman for the Council on Environmental Quality.