

Delegation Order 6-10 (Rev. 1)

Effective: June 22, 2015

- (1) **Procurement of Training Using Standard Form SF-182, Request, Authorization, Agreement and Certification of Training**
- (2) **Authority 1:** Effective November 28, 2012, approval authority for all training is subject to guidelines in Department of the Treasury Directive (TD) 12-70. Delegation Order 1-58 provides approval authority for events subject to TD 12-70 guidelines.
- (3) **Authority 2:** To provide initial approval of the selection of employees and managers to attend outservice (i.e., non-IRS) training. This training includes meetings, conferences, seminars, and symposia, which are designed to:
 - improve public service,
 - achieve dollar savings,
 - increase employee skills and efficiency,
 - enhance employee retention,
 - accomplish uniform administration of training consistent with the Service's mission, and
 - ensure fair and equitable treatment of employees.
- (4) **Delegated to:** Immediate supervisor (or equivalent) for employees under his/her supervision and control.
- (5) **Redelegation:** This authority may not be redelegated.
- (6) **Authority 3:** To provide second-line supervisory approval, and in accordance with training guidelines, of the selection of employees and managers to attend outservice training.
- (7) **Delegated to:** Second-line supervisor (or equivalent) for employees under his/her supervision and control.
- (8) **Redelegation:** This authority may not be redelegated.
- (9) **Authority 4:** To certify, that the requested training meets the guidelines in Policy and Procedures Memorandum No. 70.3, IRS Office of Procurement Policy, which provides information on when the SF-182 should be used to obtain training services as opposed to using a purchase order or contract.
- (10) **Delegated to:** Chief Learning Officer/Training Director within the business unit (or equivalent) for employees under his/her jurisdiction.

- (11) **Redelegation:** This authority may be redelegated to Training Officials within the business unit (or equivalent) for employees under their jurisdiction, as necessary.
- (12) **Authority 5:** To obligate funds and certify payment, for employees and managers selected to attend outservice training.
- (13) **Delegated to:** Plan Managers within the business unit (or equivalent) for employees under their jurisdiction.
- (14) **Redelegation:** This authority may not be redelegated.
- (15) **Authority 6:** To certify after receipt of the course evaluation, the completion of training.
- (16) **Delegated to:** A Training Official or Manager within the business unit (or equivalent) for employees under his/her jurisdiction.
- (17) **Redelegation:** This authority may not be redelegated.
- (18) **Sources of Authority:** 5 CFR Part 410, (Training), OPM Training Policy Handbook (Authorities and Guidelines), the IRS Office of Policy and Procedures Memorandum No. 70.3, Standard Form SF-182, Request, Authorization, Agreement and Certification of Training, Delegation Order 1-58, and TD 12-70 guidelines.
- (19) To the extent that the authority previously exercised consistent with this order may require ratification, it is hereby approved and ratified. This order supersedes Delegation Order 6-10 (formerly No. 92, Rev. 14), Effective October 19, 2010.
- (20) **Signed:** Stuart Burns, Acting Deputy Commissioner for Operations Support.