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.


(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.