



U.S. Department
of Transportation
**Federal Highway
Administration**

Notice

Subject:

REVISED DELEGATIONS OF AUTHORITY TO ORDER M1100.1A

Classification Code	Date	Office of Primary Interest
N1100.1B	November 30, 2021	HCF

1. **What is the purpose of this Notice?** The purpose of this Notice is to take the initial step in revising the Federal Highway Administration's (FHWA) delegations of authority to re-designate certain procurement functions between FHWA's Executive Director, the Office of the Chief Financial Officer (HCF), and the Office of Administration (HAD).
2. **What is the background information?** FHWA reviewed the functions of the Head of Contracting Activity (HCA) and the Competition Advocate (CA) and found changing these designations would bring FHWA into alignment with the other Operating Administrations within the U.S. Department of Transportation (DOT). Accordingly, HCA will change from the Executive Director to the Chief Financial Officer (CFO) and the CA will change from the CFO to the Associate Administrator for Administration (AAA). In addition, this update will recognize a previous adjustment to consolidate the Chief of the Contracting Office (COCO) responsibility within FHWA. The COCO for all FHWA offices has changed to the Director, Office of Acquisition and Grants Management (HCFA).
3. **What changes are being made?** References to the authorities in the FHWA Delegations and Organization Manual, FHWA Order M1100.1A, Part 1, Delegations of Authority and FHWA Notice N1100.1A, Revised Delegations of Authority, dated April 10, 2012, delegations for the Executive Director, HCF, and HAD, are being updated to allow the revised roles and responsibilities to become effective. The Director, HCFA is designated the COCO for all FHWA offices. In addition, this change reflects HCFA's updated office title.
 - a. The following reference to the Executive Director is changed to CFO:

Chapter 4, Section 3, Paragraph 60a
 - b. The following reference to the Director, Office of Acquisition Management in FHWA Notice N1100.1A, dated April 10, 2012, is changed to AAA (as referenced in FHWA Order M1100.1A, Part 1):

Chapter 4, Section 3, Paragraph 60f
 - c. The following sentences are deleted:

Chapter 4, Section 3, Paragraph 60d: the sentence beginning with “The Resource Center Director...” through the end of Paragraph 60d.

Chapter 4, Section 3, Paragraph 60f: the sentence beginning with “With specific regard to the FLH Program...” through the end of Paragraph 60f.

Chapter 4, Section 3, Paragraph 66: “This authority may be redelegated to the Chief, Acquisition and Grants Operations Division.”

- d. The following references to the Associate Administrator for Federal Lands Highways, Resource Center Director, Division Administrators, and FLH Division Engineers are removed:

Chapter 4, Section 3, Paragraph 60b
 Chapter 4, Section 3, Paragraph 60c
 Chapter 4, Section 3, Paragraph 60e(1)
 Chapter 4, Section 3, Paragraph 60d

- e. The following references to Director, Office of Acquisition Management are changed to the Director, HCFA:

Chapter 3, Section 2, Paragraph 14f(2)
 Chapter 4, Section 3, Paragraph 60b
 Chapter 4, Section 3, Paragraph 60d
 Chapter 4, Section 3, Paragraph 60i
 Chapter 4, Section 3, Paragraph 64
 Chapter 4, Section 3, Paragraph 65b
 Chapter 4, Section 3, Paragraph 66

- f. The following references to the Chief, Acquisition and Grants Operations Division are changed to the Director, HCFA:

Chapter 4, Section 3, Paragraph 60c
 Chapter 4, Section 3, Paragraph 60d
 Chapter 4, Section 3, Paragraph 60e(1)
 Chapter 4, Section 3, Paragraph 66

4. **What action is required?** The update to FHWA’s Delegations Manual will reflect these changes.

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