



## U.S. ABILITYONE COMMISSION

**Policy 51.205**  
**Effective Date: 04/23/2025**

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### TITLE: DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR

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#### 1. PURPOSE.

This policy prescribes the authority(ies) delegated to the Executive Director (ED) by the U.S. AbilityOne Commission (Commission).

#### 2. APPLICABILITY.

This policy is applicable to the Commission, its designated central nonprofit agencies (CNAs), and AbilityOne participating nonprofit agencies (NPAs).

#### 3. AUTHORITY.

- (a) 41 U.S.C. §§ 8501-8506, Javits-Wagner-O'Day (JWOD) Act
- (b) 41 C.F.R. Chapter 51, Committee for Purchase From People Who Are Blind or Severely Disabled

#### 4. DEFINITIONS AND ACRONYMS.

Definitions, abbreviations, and acronyms frequently used throughout this policy system are provided in Policy 51.102, Definitions of Terms. Terms unique to a specific subject matter will be defined in the associated policy and/or procedure.

#### 5. RESPONSIBILITIES.

As detailed in the following policy, the Executive Director will perform actions delegated by the Commission.

#### 6. POLICY.

- (a) The ED is hereby delegated the authority to manage the day-to-day activities of the Commission and to act on behalf of the Commission in the following matters:
  - i. Routine Management of Agency-Specific Activities:
    - a. Conduct the day-to-day business activities of the Commission with the Federal Government, State and local governments, private firms, industry, individuals, and any other entity as necessary.
    - b. Respond to any directives to the Agency head (Chairperson) from Executive Orders or memorandums from the Office of Personnel Management or the Office of Management and Budget, in coordination with the Commission Chairperson.



- c. Manage the Commission-specific, governmental and administrative responsibilities of the Agency, including personnel matters, budgeting, obligating and expending funds, negotiating and awarding contracts, and any other functions for which other Federal agencies are routinely responsible.
  - d. Oversee the work schedules and performance plans of Commission staff members within the Executive Director's reporting chain. This includes approving or disapproving telework or remote work policy as required by the President's Executive Order for Return to Office and related guidance from the Office of Personnel Management (OPM).
- ii. Maintaining the Procurement List (PL)
- a. Maintain and publish the Commission's PL decisions, including the following actions:
    - 1. Publish notices in the Federal Register or other approved Government-wide portal relating to the Commission's activities and regulations.
    - 2. Verify the fair market prices of products and services proposed for addition to the PL.
    - 3. Approve, deny, or determine Commission price changes when a price change has been determined in accordance with the Commission's fair market pricing (FMP) policy and the contracting activity has concurred in the proposed price change or has raised no objection to the proposed price after having reviewed the price change request.
  - b. Add requirements to the PL for products or services with an annual project value of \$10 million or less, subject to the following conditions:
    - 1. Document the determinations and findings (D&F) of each action (see [FAR Subpart 1.7 - Determinations and Findings](#)), describing the product or service and providing a detailed analysis of the suitability factors supporting the addition.
    - 2. Document the pricing analysis supporting the FMP determination.
    - 3. Provide 14 days written notice to Commission members of each requirement expected to be added under this authority through the weekly add package report (WAPR).
    - 4. Commission members reserve the right to raise objections to any potential addition proposed under this authority. If an objection is raised, the ED must consult with the objecting Commission member and receive formal clearance from the Chairperson before the requirement may be added to the PL.

- c. Issue or deny a purchase exception (PE) for all requests that exceed the simplified acquisition threshold (SAT). The ED is also responsible for ensuring that for PEs issued by a CNA for requirements or purchases below the SAT, the NPA and/or the CNA have followed Commission policy and procedures.
  - d. Notify affected contracting activities and persons of the Commission's decisions.
- iii. Authorizing, Deauthorizing, or Disqualifying NPAs:
- a. Authorize one or more NPAs as a source of supply for products or services both currently on the PL and under consideration for PL addition with an estimated annual project value of \$10M or less.
  - b. Deauthorize noncompliant NPAs in accordance with Policy 51.407 and authorize replacement NPAs, if practicable, for requirements previously added to the PL by the Commission regardless of dollar amount.
  - c. Resolve disputes concerning 41 C.F.R. §§ 51-5 and 6, contracting requirements, and NPA performance.
  - d. Disqualify an NPA from further participation in the Program.
- iv. Routine Management of Program-Related Activities:
- a. Overall management and direction of the Program in accordance with all requirements as specified and/or directed by the Commission in accordance with Commission policy, procedure, and the Strategic Plan.
  - b. Oversee the development and implementation of Cooperative Agreements with the CNAs.
  - c. Verify the suitability of NPAs to produce products or provide services proposed for addition to the PL
  - d. Verify the eligibility and qualifications of NPAs.
  - e. Manage and direct the day-to-day business activities of the Commission with the designated CNAs and qualified NPAs, other Program stakeholders, and all other entities seeking any business with or actions from the Commission, including responding to correspondence addressed to the Commission and providing oversight of the designated CNAs and qualified NPAs.
  - f. Publish the procedures required to implement the regulations and policies established by the Commission.
  - g. Subject to any specific directives from the Commission or the Chairperson, perform any other functions as the Commission may assign.

- (b) Further Delegations: Any responsibilities delegated to the Executive Director in this policy may be further delegated to director-level senior staff members in writing, as appropriate. Except those described at a(iii) or as limited by the Executive Director, director-level delegations may be further delegated to other Commission staff members, as appropriate.

**7. PROCEDURES.**

None.

**8. EXCEPTIONS.**

The Chairperson is the proponent of this policy, and no exceptions may be made to this policy without written approval from the Chairperson.

**9. SUPERSESSION.**

This policy supersedes Commission Policies 51.205 and 51.207, dated April 24, 2012.



Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Robert D. Hogue  
Chairperson

