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Justin Johnson, Secretary

MEMORANDUM

TO: Secretaries, Commissioners, Deputies and Exempt Department Heads
CC: Business Managers, Budget Analysts, Tori Pesek, Ruthellen Doyon, Harriet Johnson, Nancy Collins and Angela Rouelle
FROM: Justin Johnson
RE: Addendum to Bulletin 3.3 Delegation of Authority for Signing Document
DATE: April 17, 2015

Addendum to: Bulletins 3.3 ~ Delegation of Authority for Signing Documents
Effective date: April 20, 2015
Description: Interim Policy Addendum
Deadline: Executed/Scanned Form Due by May 1, 2015

The purpose of Administrative Bulletin 3.3 ~ Delegation of Authority is to provide procedures concerning the delegation of authority for signing documents to assure that the accountable official maintains personal knowledge of and involvement in important or sensitive issues. However, this Bulletin has not been updated since 2002. With so many policy, organization and technology changes since 2002, the Bulletin does not address the current signing authority environment or state of technology.

A good deal of procedural research needs to be done in order to incorporate necessary changes and reissue the Bulletin. In the interim, the Agency of Administration, Department of Finance & Management and Department of Human Resources must have on record the names and exemplar signatures of all Appointing Authorities and their exempt designees.

Attached please find a Delegation of Authority Form ("Form"), to be completed by the Appointing Authority and the exempt designee (if applicable). Appointing Authorities include those officers occupying appointive positions defined in 32 VSA 1003 (b), their exempt deputies, elective officers who head operating departments, and the heads of divisions, boards, committees and commissions not reporting to an agency secretary or department commissioner.

Please sign, date and submit the Form by May 15, 2015, via email to: FIN.VISIONSecurity@state.vt.us or via fax to: 802-828-6706.