

BPA Policy 140-2

Administrative Designations

Table of Contents

1. Purpose & Background	2
2. Policy Owner.....	2
3. Applicability.....	2
4. Terms & Definitions	2
5. Policy	2
6. Policy Exceptions.....	3
7. Responsibilities	3
8. Standards & Procedures	4
9. Performance & Monitoring.....	4
10. Authorities & References.....	4
11. Review.....	5
12. Revision History	5
13. Administrative Designations Appendix.....	6



1. Purpose & Background

The Administrator of the Bonneville Power Administration (Administrator) derives authority from the Bonneville Power Administration's (BPA) organic statutes, as well as other Federal statutes, regulations, rules, directives, policies, and delegations. In exercising this authority, the Administrator may designate specific areas of responsibility and authority to BPA executives and individual employees.

This document sets forth policies governing administrative designations within BPA for certain officials of record required by statute, or other federal regulation, delegations or Department of Energy Orders. A list of positions/individuals requiring administrative designation can be found in the appendix of this policy.

2. Policy Owner

The BPA Administrator is the owner of this policy. The Chief Compliance Officer and the Agency Compliance and Governance organization have overall responsibility for implementing, monitoring, reporting, evaluating and proposing revisions to this policy.

3. Applicability

BPA employees with Administrative Designations.

4. Terms & Definitions

- A. Administrative Designation: The specific designation to serve as BPA's official of record to execute authorities derived from specific regulations, rules, directives, policies, and delegations of an administrative nature.
- B. Binding: Actions taken that legally obligate BPA.
- C. Customer Contract Management (CCM) system: The official BPA system repository of record for creating, assigning, approving, and rescinding Administrative Designations.
- D. Delegations of Authority Working Group (DAWG): A cross agency working group established to ensure delegations are prepared using consistent documentation standards and implemented according to BPA policies and the discretion of the Administrator.

5. Policy

- A. It is BPA's policy to designate individuals responsible for ensuring BPA's internal administrative and/or regulatory compliance in writing. Such designations are distinguished from Delegations of Authority, as these designations do not include the authority to bind BPA. A list of positions/individuals requiring administrative designations can be found in the attached appendix of this policy. All authorities to bind BPA must be

Organization Agency Compliance & Governance		Title/Subject Administrative Designations	Unique ID BPA Policy 140-2	
Author C. Doyle	Approved by Administrator/ E. Mainzer	Date December 10, 2015	Version 1.1	Page 2

documented as static delegations and/or individual delegations. (see Delegation of Authority 140-1, section 1.5)

- B. Only individuals identified as the responsible official (designee) are recorded in CCM. Designations may be rescinded at any time and must be rescinded upon separation of the incumbent from BPA. All rescissions must be executed using the CCM system.
- C. The responsibilities of the designation should be included in the designee’s performance plan. Designees may further assign responsibilities associated with their Administrative Designation, but the official designee remains accountable for the responsibilities.

BPA Static Designations

Designations are outlined in each appropriate Functional Statement and documented within CCM.

6. Policy Exceptions

Delegations of Authority as defined in BPA Policy 140-1.

7. Responsibilities

A. Designator responsibilities:

- 1. Implement, document and assure compliance with any controls for the execution of the designated authorities, either in a separate procedural document, in an A-123 process control document, in the designator’s position description and performance plan, or separate assignment of responsibility documents.
- 3. Rescind, using the CCM system, any authority he/she has designated if a designee is no longer authorized to exercise the authority.

B. Designee responsibilities:

- 1. Exercise designated authorities in compliance with the designation, this policy, and any additional procedures and controls.
- 2. Acceptance of a designation indicates that the designee understands these conditions.

C. Customer Support Services responsibilities:

- 1. Operate and maintain the Customer Contract Management (CCM) system for creation and lifecycle management of Administrative Designation records.
- 2. Provide a controls reference documents library for restricted internal access and use by designation preparers, designators and designees.
- 3. Provide technical training and support for designation preparers.

D. Agency Compliance and Governance responsibilities:

Organization Agency Compliance & Governance		Title/Subject Administrative Designations	Unique ID BPA Policy 140-2	
Author C. Doyle	Approved by Administrator/ E. Mainzer	Date December 10, 2015	Version 1.1	Page 3

1. The Chief Compliance Officer is BPA’s reviewing official and is responsible for the review of all Administrative Designation records processed in the online CCM system.
 2. Manage and lead the Delegations of Authority Working Group.
- E. Delegations of Authority Working Group (DAWG) responsibilities:
1. Ensure designations are prepared using consistent standards and implemented according to BPA policies and the discretion of the Administrator.
 2. Work collaboratively to ensure BPA designations comport with this policy, other BPA policies and with BPA’s internal controls policy and program; serve as liaisons with business organization management and delegates for all matters related to designations; and to communicate changes to appropriate audiences and stakeholders.
 3. Continuously improve designation development, documentation and lifecycle management.
 4. Resolve designation issues as they arise, recommending appropriate actions for approval by BPA executive management, the Internal Controls Oversight Team (ICOT), and the Audit, Compliance and Governance Committee (ACGC).
 5. Discuss, interpret, and resolve issues regarding the application of designations. Consult with subject matter experts and higher level decision makers as appropriate.
 6. Update this policy based upon BPA business requirements.

8. Standards & Procedures

Procedures to execute a designation are outlined in BPA Procedures 140-1-1. To request, initiate or modify an Administrative Designation contact your DAWG member. The manager for CGC will maintain a list of DAWG members.

9. Performance & Monitoring

Ongoing monitoring and review of the CCM designation records system will be conducted by CCM staff and members of the DAWG to determine appropriate application of this policy and CCM system requirements. Such monitoring will include review of the designations repository to assure appropriate rescissions are in place due to employee separations. Electronic signature in CCM of Administrative Designations in CCM constitutes acceptance of the Administrative Designations.

10. Authorities & References

- A. Department of Energy Delegation Order No. 00-033-00B, Delegation of Authority to the Administrator and Chief Executive Officer of the Bonneville Power Administration.
- B. Bonneville Project Act, August 20, 1937

Organization Agency Compliance & Governance		Title/Subject Administrative Designations	Unique ID BPA Policy 140-2	
Author C. Doyle	Approved by Administrator/ E. Mainzer	Date December 10, 2015	Version 1.1	Page 4

- C. Federal Columbia River Transmission System Act of 1974
- D. Customer Contract Management (CCM), Delegations of Authority.
- E. BPA Delegation of Authority Procedures 140-1-1.

11. Review

This policy will be reviewed every five years starting in 2020.

12. Revision History

Version	Issue Date	Description of Change
0.1	October 5, 2015	New Policy
1.0	December 10, 2015	Initial publication
1.1	January 25, 2016	Corrected footer effective date to 12/10/15 from 10/5/2014. Corrected <i>Review</i> date from 2019 to 2020 to reflect updated Sunset Review date of 12/10/20. Version 1.0 not archived.

Organization Agency Compliance & Governance		Title/Subject Administrative Designations		Unique ID BPA Policy 140-2	
Author C. Doyle	Approved by Administrator/ E. Mainzer	Date December 10, 2015	Version 1.1	Page 5	

