7. Communications. In consonance with the assignments of responsibility above, the Office of the Chief Financial Officer shall ensure that the Agency Administrative Officers are apprised of communications to component agency financial staff. Similarly, component agencies shall keep the Chief Financial Officer apprised of directives and other communications affecting their financial staff.

8. Reservations of Authority
   A. Unless otherwise stated in this Order, the submission of reports and recommendations to the President and the Congress concerning the administration of statutory or administrative provisions is reserved to the Secretary.
   B. Except as provided in Paragraph (5)(D)(1), this Order does not provide to the CFO any access greater than permitted under any other law to records, reports, audits, reviews, documents, papers, recommendations, or other material of the Office of Inspector General.
   C. The Solicitor of Labor is authorized to issue legal opinions in connection with the responsibilities assigned to him under this Order.

9. Redelegations and Transfers of Authority. Unless provided otherwise in this or another Secretary’s Order, the authority delegated in this Order may be redelegated or transferred, as permitted by law or regulation.

10. Effective Date. This Order is effective May 27, 2018.


R. Alexander Acosta,
Secretary of Labor.

[FR Doc. 2018–11123 Filed 5–25–18; 8:45 am]
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DEPARTMENT OF LABOR

Secretary’s Order 03–2018—Delegation of Authorities and Assignment of Responsibilities to the Assistant Secretary for Administration and Management

1. Purpose. To consolidate the delegations of authority and assignments of responsibility to the Assistant Secretary for Administration and Management (ASAM) and to codify other existing delegations not otherwise the subject of a Secretary’s Order.

2. Directives Affected.
   A. This Order repeals and supersedes Secretary’s Order 03–2017 (Delegation of Approval and Assignment of Responsibilities to the Assistant Secretary for Administration and Management).
   B. The following Secretary’s Order is referenced herein and remains in effect: 2–2009 (Delegation of Authority and Assignment of Responsibility to the Chief Acquisition Officer and Assistant Secretary for Administration and Management, and Related Matters).
   C. This Order does not affect the authorities and responsibilities assigned by any other Secretary’s Order, including without limitation 9–1989 (Data Integrity Board), 5–2001 (MRB), 1–2006 (Emergency Management) and 6–2006 (Regional Executive Committees), unless otherwise expressly so provided in this or another Order.

3. Authority. This Order is issued pursuant to various authorities detailed by subject area below:


E. Accessibility within Department of Labor Buildings and Facilities.


J. Voluntary Health and Wellness Programs and Drug Free Workplace Program.
1. Voluntary Health and Wellness Programs:
   Executive Order 12564, “Drug-Free Federal Workplace Program”.

K. Commercial Services Management (formerly Competitive Sourcing). Federal Activities Inventory Reform Act of 1988 (the “FAIR Act”), 31 U.S.C. 501 Note; the Federal Acquisition Regulation (FAR); and OMB Circular A–76, Performance of Commercial Activities, as amended, including by February 11, 2005 Memorandum to Heads of Executive Departments and Agencies from Deputy Director for Management, Office of Management and Budget, Clay Johnson, III.


4. Background. This Order repeals and supersedes Secretary’s Order 05–2009 and shall constitute the primary Secretary’s Order for the Office of the Assistant Secretary for Administration and Management (“OASAM”). However, because of the central role that OASAM performs within the Department, other Secretary’s Orders also have delegations to the ASAM.

5. Statements of Policy
A. Budget. It is the policy of the Department to comply fully with all laws and policy directives issued by the Office of Management and Budget in development of the annual President’s budget proposal and the execution of appropriated and non-appropriated budgetary resources.

B. Performance Management. It is the policy of the Department to follow statutory performance management requirements and directives issued by the Office of Management and Budget and to utilize performance management
tools to efficiently and effectively manage the Department’s programs.

C. Employee Safety and Occupational Health and Workers’ Compensation Program. It is the policy of the Department to provide its employees with places and conditions of employment that are free from recognized hazards that are likely to cause death or serious physical harm; to comply with applicable Federal safety and health standards, requirements, and procedures; to assure prompt abatement of unsafe or unhealthful working conditions; to ensure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of unsafe or unhealthful working conditions; to annually inspect all of its workplaces; to provide safety and occupational health-related education for all employees; to provide specialized training for those who are assigned safety and occupational health responsibilities; and to assist employees when workers’ compensation services are sought.

D. Operation and Maintenance of Departmental Buildings. It is the Department’s policy to properly and efficiently maintain all buildings owned by the Department or in which the Department is the primary tenant—or has received delegated authority from the General Services Administration (GSA) for operations and maintenance—and to take reasonable care to allocate fair use of all facilities and services including employee parking and general conference areas consistent with the Department’s mission.

E. Accessibility within Department of Labor Buildings and Facilities. It is the policy of the Department to promote accessibility of buildings and facilities to individuals with disabilities, and to ensure that buildings and facilities controlled by the Department or constructed, leased, or acquired with Federal financial assistance fully comply with statutory and regulatory provisions relating to compliance with architectural and programmatic accessibility standards.

F. Telecommunications. It is the policy of the Department to ensure the efficient and economical procurement and utilization of telecommunications services and facilities.

G. Records Management. It is the Department’s policy to make and preserve Federal records, regardless of physical form or media, containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Department and designed to furnish the information necessary to protect the legal and financial rights of the Department and of persons directly affected by Departmental activities. The Department will properly identify recordkeeping requirements to effectively and efficiently manage Federal records throughout their life cycle. All Federal records shall be covered by National Archives and Records Administration (NARA) approved records retention schedules, and destroyed, retired, or transferred, only as prescribed in the approved record retention schedules. The Department recognizes that: (1) Good recordkeeping contributes to the smooth operation of agency programs by making the information needed for decision making and operations readily available; (2) provides information useful to successor officials and staff for background and analysis, facilitating transitions between Administrations; and (3) ensures accountability and protects records from inappropriate and unauthorized access and destruction.

H. Printing. It is the policy of the Department to plan, organize, direct, and provide all printing, reproduction, and distribution services for its agencies in an efficient and economical manner, in compliance with all Federal statutes and regulations. Except for the Departmental Library, which may contact the Superintendent of Documents for purchase of publications that are produced by agencies other than the Department, and which cannot be procured through the Division of Printing and Supply Management (DPMSM), only the Office of Administrative Services (OAS) in the Business Operations Center, will liaison with Joint Committee on Printing (JCP), Government Printing Office (GPO), Superintendent of Documents, or Federal Prison Industries, Inc., as it relates to matters of printing, unless otherwise specifically authorized in writing by OAS.

I. Environmental Stewardship. The Department of Labor shall take appropriate actions to incorporate waste prevention and recycling in its daily operations and work to increase and expand markets for recovered materials and environmentally preferable products through greater preference and demand for such products.

J. Voluntary Health and Wellness Programs and Drug-Free Workplace Program. It is the Department’s policy to establish and support voluntary health and wellness and drug-free workplace programs that foster and enhance the health and productivity of its workforce; to comply with applicable Federal health standards, requirements, and procedures; and to support employees in staying fit, well, drug-free, and productive on the job.

K. Commercial Services Management (formerly Competitive Sourcing). It is the policy of the Department to support the spirit and intent of commercial services management as delineated in Office of Management and Budget Circular No. A–76 and to fully comply with all statutory and programmatic requirements pertaining to competitive sourcing and the Federal Activities Inventory Reform (FAIR) Act.

L. Metric System Conversion. It is the policy of the Department that the metric system of measurement is the preferred system of weights and measures for trade and commerce. Accordingly, to the extent economically feasible and with minimum disruption of operations, all agencies and organizations of the Department shall use the metric system of measurement in all grants, procurements, regulations, standards, and other business-related activities, except to the extent that such use is impractical or is likely to cause significant inefficiencies or losses of markets to United States firms. Consistent with government-wide policy, the Department will also permit the continued use of traditional systems of weights and measures in non-business activities.

M. Child Care Programs for Department Employees. It is the policy of the Department to maintain a child care facility consistent with legal requirements and directives. It is the Department’s policy to foster a quality workplace for all employees by providing child care services to lower income families of Department employees to assist them in their efforts to obtain quality, licensed day care for dependent children through the age of 13 and disabled children through the age of 18.

6. Delegation of Authority and Assignment of Responsibility to the Assistant Secretary for Administration and Management (the “ASAM”). The ASAM is hereby delegated authority and assigned responsibility, except as hereinafter provided, for carrying out the policies, programs, and activities of the Department of Labor, including those functions to be performed by the Secretary of Labor, as set forth below:

A. Budget
1. Issuing policy guidance and instructions to prepare the Department’s performance budgets for internal decision-making, for OMB, and for the Congress.
2. Reviewing and analyzing agency budget requests to the Department.
3. Reviewing, analyzing, consolidating and packaging all
Departmental budget submissions to the OMB and Congress to ensure technical accuracy and conformance with established policy.

4. Coordinating all information developed in support of budget requests to OMB and to Congress.

5. Providing staff support in preparing lead Departmental representations for press briefings and Congressional hearings on the Department’s budget.

6. Assisting the Office of Congressional and Intergovernmental Affairs in coordinating the preparation of briefing materials for the Secretary and Agency heads.

7. Issuing policy guidance and instructions on the preparation of apportionments.

8. Formulates an annual operating plan and agency allocations for a Working Capital Fund that:

a. Ensures customer agencies access to meaningful information on the full costs of those centralized services, conditions for usage, and the cost allocation formulas employed in the lawful distribution of annual charges against the respective agency appropriation accounts; and

b. Ensures, through the creation and regular convening of a Working Capital Fund Committee, the opportunities for meaningful and informed customer agency participation or representation in reviewing WCF activities, costs, and charges, and in recommending changes or improvements to the ASAM.

c. Is operated on the basis of agency reimbursement agreements between customer agencies and service providers and timely cost assessments and related adjustments for services provided or offered.

B. Performance Management

1. Overseeing the preparation of the Department’s strategic plans, performance plans, and performance reports consistent with statutory and OMB requirements and directions.

2. Directing the preparation of responses to OMB reports regarding top management challenges.

3. Soliciting, procuring, and overseeing studies by independent entities evaluating the impact and effectiveness of Departmental programs.

C. Employee Safety and Health and Workers’ Compensation Program

1. Serving as the Designated Agency Safety and Health Official (DASHO) pursuant to section 1–201(c) of Executive Order 12196, and, as such, directing the establishment, administration, and management of the Department’s programs regarding safety and occupational health and workers’ compensation consistent with applicable law.

2. Ensuring appropriate policy development, planning, implementation, coordination, and evaluation of the Department-wide safety, occupational health and workers’ compensation program; securing the services of full-time professional staff qualified to provide technical assistance and training in the areas of safety (including ergonomics), industrial hygiene, and workers’ compensation, and return-to-work services.

3. Ensuring that the Department’s Office of Worker Safety and Health provides occupational safety and occupational health services to agencies within the Department that do not perform these functions internally.

D. Operation and Maintenance of Departmental Buildings

1. Serving as the Department’s Senior Real Property Officer (SRPO) and, as such, developing policy and implementing an asset management planning process that meets the form, content, and other requirements established by the Federal Real Property Council (FRPC).

2. As SRPO, monitoring the real property assets of the Department so that Departmental assets are managed consistent with the goals and objectives set forth in the Department’s strategic plan prepared pursuant to 5 U.S.C. 306, the principles developed by the FRPC, and reflected in the Department’s asset management plan, and such other duties and responsibilities incumbent upon the SRPO.

3. Consistent with legal authorities, including agreements and other arrangements with the General Services Administration and with other applicable lease documents relating to buildings in which the Department is the primary tenant, assuring the operation and maintenance of the Frances Perkins Building and other Departmental buildings in which the Department is the primary tenant—or has received delegated authority from the General Services Administration for operations and maintenance—including making arrangements for appropriate cleaning, utilities, fire and life safety arrangements, security arrangements, office space assignments, any parking areas (including space assignments), mail service, duplication services, building space alterations, and any abatement work as appropriate.

E. Accessibility Within Department of Labor Buildings and Facilities

1. Developing policy and directives for the Department of Labor regarding compliance with the accessibility regulations and other Architectural Barriers Act of 1968 and any regulations promulgated pursuant to that Act.

2. Monitoring, investigating, and enforcing the provisions of the statute and regulations mentioned in Paragraph 5.E., above, with respect to the accessibility of buildings and facilities constructed, altered, or renovated by, on behalf of, or for the use of a recipient of Federal financial assistance, except for those facilities referred to in Paragraph 7.A., below relating to the Employment and Training Administration.

3. Serving as the Department’s Accessibility Compliance Officer.

F. Telecommunications.

Consistent with legal authorities, directing the acquisition and management of the Department’s telecommunications assets and services for both local and long-distance.

G. Records Management

1. In consultation with the Chief Information Officer (CIO) and the National Archives and Records Administration (NARA), establishing, administering, and managing the Department’s Records Management Program.

2. Periodically evaluating the Department’s Records Management Program to ensure that the Department’s component agencies are in compliance with relevant Federal records management laws, regulations, and procedures related to the creation, maintenance and use, and disposition of Federal records, and agency recordkeeping requirements.

3. Assigning a Departmental Records Officer who will manage the day-to-day administration and management of all matters related to the Department’s Records Management Program. The Departmental Records Officer shall be responsible for all matters related to the Department’s Records Management Program and will coordinate with the National Archives and Records Administration.

H. Printing

1. Overseeing the operation of a headquarters printing service and determining the duplicating and printing for the Department and its agencies, including making arrangements for scheduling and delivery to meet Departmental needs and notifying agencies of changes in printing operations.

2. Formulating policy and supervising operations relating to Departmental printing, duplicating, copying,
centralized mailing, and distribution
and related equipment programs in the
National Office and the regions.
3. Implementing and guiding
enforcement within the Department of
all Government printing, binding,
duplication, and related laws and
regulations.
4. Exclusively representing, directly
or through a delegate, the Department
with the Joint Committee on Printing on
all matters pertaining to printing.
5. Exercising control over all
copying, printing, binding, publishing,
and related or auxiliary equipment and
serving as the technical or final
approving authority for all requests.
I. Environmental Stewardship
A. Serving as the Department’s
Environmental Executive and, as such,
providing management oversight of all
Department environmental programs,
including ensuring compliance with
relevant Executive Orders, and
coordinating such efforts with the Chief
Acquisition Officer.
B. Establishing model facility
demonstration programs that include
comprehensive waste reduction and
recycling programs and emphasizing the
procurement of recycled materials and
environmentally preferable products
and services.
C. Designating a Department of Labor
Recycling Coordinator who shall be
responsible for: (a) Coordinating the
development of an effective agency
waste reduction and recycling program,
and the affirmative procurement plan
developed in accordance with OFPP
guidelines, (b) coordinating Departmental action to develop benefits,
costs, and savings data to measure the
effectiveness of the DOL program, and
(c) coordinating the development of
reports required by Executive Order and
OFPP policy.
2. Voluntary Health and Wellness
Programs and Drug-Free Workplace
(DFW) Program. Establishing,
administering, and managing the
Department’s voluntary employee
health and wellness, fitness, employee-
assistance, and DFW programs in
accordance with all statutory,
regulatory, and administrative
requirements.
K. Commercial Services Management
(formerly Competitive Sourcing).
Fulfiling the Department’s
responsibilities under the Federal
Activities Inventory Reform Act of 1998
(the “FAIR Act”), Federal Acquisition
Regulation (FAR), and Office of
Management and Budget Circular No.
A–76, and such other responsibilities as
are assigned to the Assistant Secretary
for Management and Budget Circular
Secretary’s Order 2–2009 (Delegation of
Authority and Assignment of
Responsibility to the Chief Acquisition
Officer and Assistant Secretary for
Administration and Management, and
Related Matters). Such commercial
services management activities shall be
coordinated with the Chief Acquisition
Officer and Chief Human Capital
Officer, as appropriate.
L. Metric System Conversion. Serving
as the Department’s “Metric Executive”
and (a) provide management oversight
of the Department’s continued use of the
metric system of measurement
consistent with Departmental policy; (b)
appointing a Departmental official
whose primary function shall be to
coordinate and monitor agency metric
system efforts, and to advise the Metric
Executive on status, as appropriate; (c)
representing the Department on the any
interagency bodies addressing issues
related to metric policy; and (d)
coordinating compliance with all
applicable laws and regulations.
M. Childcare Programs for
Department Employees
1. Providing appropriate services to
the child care providers located in the
FPB, the BLS building, and any
regional buildings where child care
services are provided within
Departmental offices.
2. Establishing, administering, and
managing the Department’s child care
subsidy program in accordance with all
statutory, regulatory, and administrative
requirements.
N. Miscellaneous Responsibilities
1. The ASAM will work in
consultation and coordination with, as
appropriate, the other Departmental
officials who have authority and
responsibility in the areas addressed by
this order, including without limitation,
the Chief Acquisition Officer, the Chief
Human Capital Officer, the Chief
Information Officer, and the Chief
Financial Officer.
2. The ASAM will perform any
additional duties that are assigned to the
ASAM by applicable law or regulation.
7. Delegation of Authority and
Assignment of Responsibility to Other
Agency Heads.
A. The Assistant Secretary for
Employment and Training is delegated
authority and assigned responsibility, in
accordance with the policies and
standards established by the ASAM,
for:
1. Providing appropriate services to
employees, and full-time safety/health
committees to assist managers,
throughout their organizations to
perform collateral or full-time safety/
occupational health duties and to serve
on safety/occupational health
committees to assist managers,
employees, and full-time safety/health
staff in the implementation of the
responsibilities outlined in this Order.
2. Providing documentation of
attainment of the Department’s annual
safety/health and workers’
compensation program goals developed
to reduce employee accidents, injuries,
and illnesses, and contain workers’
compensation costs.
3. Holding managers, supervisors,
and employees accountable for their
adherence to established safety/health
policies, rules, regulations, and
procedures, especially their participation in agency Accident Review Boards (ARBs) and safety and health training.

f. Providing employees appropriate personal protective and safety/occupational health equipment.

g. Conducting analyses of Agency jobs and ensuring that all workplaces are surveyed to identify and eliminate or minimize possible ergonomic risk factors.

h. Acquiring, to the extent practicable, tools, equipment, and computer accessory furniture that is adjustable and adaptable to those using them.

i. Assuring that agency employees participate in educational and training experiences necessary to carry out their assigned duties in a safe and healthful manner.

j. Assuring, through partnership with appropriate unions, that employee representatives have the opportunity to participate in educational training experiences necessary to carry out their responsibilities.

4. Accessibility within Department of Labor Buildings. Adhering to the policies, standards, and directives established by the ASAM in accordance with paragraph 6.D.(1), above relating to accessibility within Department of Labor buildings and spaces occupied by agency offices.

5. Records Management

a. Developing and implementing effective Records Management Programs within their respective organizations that are consistent with Departmental policy and directives.

b. Assigning an Agency Records Officer for the management and execution of the Agency’s Records Management Program.

c. Ensuring that the appropriate Agency staff receives adequate records management training and participates in Departmental as well as Agency training and awareness activities.

6. Printing. Assuring compliance with all Government Printing Office regulations and directives and adhering to the policies, standards, and directives established by the ASAM relating to printing operations.

7. Environmental Stewardship

a. Promoting waste reduction and recycling of reusable materials within their agencies;

b. Requiring consideration of the following factors in acquisition planning for all agency procurement actions, and in the evaluation and award of contracts: Elimination of virgin material requirements; use of recovered materials; reuse of products; life cycle costs; recyclability; environmental

preferability; waste prevention; and ultimate disposal, if appropriate;

c. Developing and implementing an agency plan for energy conservation through changes in procurement practices, investment in energy efficient technology, and reduction of demand;

d. Designating an Agency Recycling Coordinator to coordinate the development of an effective agency waste reduction and recycling program, and emphasize agency purchase and use of recycled and environmentally preferable products and services;

e. Providing data and information on agency activity for incorporation into Departmental reports;

f. Designating facility energy supervisors in Department-operated facilities and ensuring a sufficient number of trained energy managers throughout the Department to implement the provisions of law and regulation relating to energy and water conservation;

g. Where programs include a project or activity involving construction or leasing of property, ensuring that the responsible program manager conducts an environmental assessment; and, analyzes findings of environmental assessments and makes final decisions regarding the significance of environmental consequences;

8. Voluntary Health and Wellness Programs. Supporting the Department’s voluntary health and occupational wellness programs and drug-free workplace program.

9. Commercial Services Management (formerly Competitive Sourcing).

a. Establishing agency procedures necessary to carry out the provisions of the law, regulation, and Departmental directives relating to commercial services management.

b. Designating an agency official as the central point of contact for commercial services management and ensuring the timely and appropriate completion of required activities and notices.

8. The Solicitor of Labor. The Solicitor of Labor is delegated authority and assigned responsibility for providing legal advice and assistance to all officers of the Department relating to the administration of all of the elements of this Order and the statutory provisions, regulations, and Executive Orders listed above. The Solicitor of Labor shall have responsibility for legal advice and assistance through rulings and interpretations of applicable laws and regulations and for drafting services.

The bringing of legal proceedings under those authorities and the representation of the Secretary and other officials of the Department of Labor, and the determination of whether such proceedings or representations are appropriate in a given case, are delegated exclusively to the Solicitor.

9. Reservation of Secretary’s Authority and Responsibility.

A. The submission of reports and recommendations to the President and the Congress is reserved to the Secretary.

B. This Secretary’s Order does not affect the authorities and responsibilities of the Office of Inspector General under the Inspector General Act of 1978, as amended, or under Secretary’s Order 4–2006.

10. Re-delegation of Authority. Unless identified as non-delegable under this Order, authorities delegated within this Order may be re-delegated, provided, however, that re-delegation shall in no way diminish the delegating official’s responsibility.

11. Effective Date. This order is effective on May 27, 2018.


R. Alexander Acosta,
Secretary of Labor.

[FR Doc. 2018–11126 Filed 5–25–18; 8:45 am]

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NUCLEAR REGULATORY COMMISSION

[NRC–2018–0092]


AGENCY: Nuclear Regulatory Commission.

ACTION: Draft regulatory guide; extension of comment period.

SUMMARY: On May 14, 2018, the U.S. Nuclear Regulatory Commission (NRC) solicited comments on Draft Regulatory Guide (DG), DG–5048, “Standard Format and Content of Physical Security Plans, Training and Qualifications Plans, and Safeguards Contingency Plans for Nuclear Power Plants.” The public comment period was originally scheduled to close on July 13, 2018. The NRC has decided to extend the public comment period by 30 days to allow more time for members of the public to develop and submit their comments.

DATES: The due date for comments requested in the document published on May 14, 2018 (83 FR 22297), is extended. Comments should be filed no later than August 13, 2018. Comments received after this date will be considered, if it is practical to do so, but