

# **DELEGATION OF AUTHORITY TO THE CHIEF HUMAN CAPITAL OFFICER TO AUTHORIZE IN-PERSON EVENTS WITH MORE THAN 50 PARTICIPANTS**

---

## **I. Purpose**

This delegation vests authority in the Chief Human Capital Officer to authorize in-person meetings, events, and conferences hosted by OHS that will be attended by more than 50 participants.

## **II. Delegation**

Subject to my oversight, direction, and guidance, I delegate to the Chief Human Capital Officer the authority to approve requests from Component Heads to host in-person meetings, conferences, or events that will be attended by more than 50 participants.

## **III. Limitations**

The Chief Human Capital Officer may consider and approve requests only after receiving a request, in writing, as early as possible but not less than one week before the event date, signed by the Component Head and developed in consultation with the Component's COVID-19 Coordination Team and the Component Designated Safety and Health Official, with input from the Component Occupational Safety and Health (OSH) Manager. The request shall describe the plan for the meeting, conference or event. The request must outline 1) name, purpose, a brief description of, and justification for, the event, 2) location, including occupancy limit, 3) planned date, 4) maximum expected number of attendees, 5) categories of attendees (e.g., OHS employees, contractors, members of the public, etc.), 6) a detailed description of COVID-19 preventive measures that will implement applicable public health recommendations of the U.S. Centers for Disease Control and Prevention and guidelines from the Office of Management and Budget and OHS, 7) any areas where deviation from safety protocol is expected, and 8) a point of contact for additional information.

Events that are considered "conferences" and meet the thresholds for OHS Headquarters approval under Financial Management Policy Manual Section 7.10 must still be submitted for OHS review and approval in accordance with that section, following Component Head approval.

## IV. Criteria

The Chief Human Capital Officer is to consider the following criteria when determining whether to approve a waiver, such as: whether COVID-19 preventive measures are in place that implement current applicable public health recommendations issued by the U.S. Centers for Disease Control and Prevention (CDC), guidelines from the Office of Management and Budget, and DHS; the importance of the event; the level of COVID-19 transmission in the area of the proposed meeting pursuant to the CDC data tracker website; and other factors provided pursuant to section III above.

## V. Re-delegation

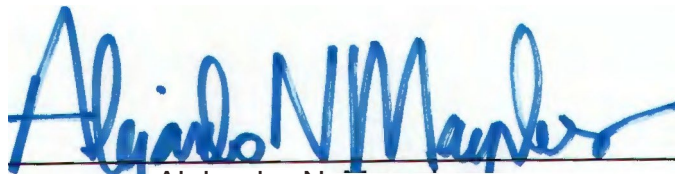
The authority delegated herein may not be re-delegated.

## VI. Authorities

- A. Title 6, U.S.C., Section 112, "Secretary; functions"
- B. [Executive Order No. 13991](#), January 20, 2021;
- C. Safer Federal Workforce Task Force, [COVID-19 Workplace Safety: Agency Model Safety Principles, July 29, 2021](#);
- D. Office of Management and Budget (OMB) Memorandum M-21-15: [COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#);
- E. OMB Memorandum M-21-25: [Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment: and](#)

## VII. Office of Primary Interest

The Office of the Chief Human Capital Officer has the primary interest in this delegation.



Alejandro N. Mayor as  
Secretary of Homeland Security

10-1-2.J

Date