Chief Disbursing Officer
Financial Management Service
401 14th Street S.W.
Washington, DC 20227

Date: _____

DELEGATION OF AUTHORITY

Section I - DELEGATION AND RE-DELEGATION

In Accordance with the authority vested in me by the head of this agency or his/her designee, I hereby delegate to the individual whose name, title and signature samples appear below the authority to:

- ☐ Designate Certifying Officers — Authority ☐ MAY / ☐ MAY NOT Be Redelegated
- ☐ Designate Electronic Certification Security Administrators — Authority ☐ MAY / ☐ MAY NOT Be Redelegated
- ☐ Designate Communications Encryption Officers — Authority ☐ MAY / ☐ MAY NOT Be Redelegated
- ☐ Appoint Cashiers — Authority ☐ MAY / ☐ MAY NOT Be Redelegated
- ☐ Other _____ (Specify) — Authority ☐ MAY / ☐ MAY NOT Be Redelegated

TYPE OF DELEGATION ACTION (CHECK ONE)

☐ ORIGINAL DELEGATION ☐ RE-DELEGATION

Section II - DESIGNEE

Name of Designee: _____
Title: _____ Effective Date: _____
Agency: _____ Bureau: _____
Division: _____ Phone: _____

Section III - SIGNATURE SAMPLES OF DESIGNEE [Designee must sign in ALL all boxes in **BLACK INK**]

Section IV - DELEGATOR SIGNATURE [Delegator must sign in box in **BLACK INK**]

Name: _____
Title: _____
Agency: _____
Bureau: _____
Division: _____

Section V - REVOCATION

☐ The Authority of the individual named in Section II is revoked.

Section VI - RETURN ADDRESS OF DELEGATOR

Address: _____
_____
_____
Phone: _____

Section VII - To Be Completed by FMS

Transmittal No.: _____
Accomplished Date: _____
By: _____

Instructions for FMS Form 2958

1. If this is the first delegation or revocation submitted by the individual signing in Section IV and this individual was delegated authority directly by the head of the agency by letter on file with the Financial Management Service, this form FMS 2958 must be submitted under cover of a transmittal letter or agency certification form to which the agency's official seal is affixed. This does not apply to officials to whom authority was originally delegated on form FMS 2958 which is on file with the Financial Management Service.

2. Only one individual may be delegated authority or revoked per form.

Section I

- More than one block may be checked for type of authority to be delegated.
- ALL 'Authority' blocks should be checked for Head of Agency Self-Delegations.
- For each block checked, authority to redelegate must be indicated by checking either the "MAY" or "MAY NOT" block, for that item, as appropriate. Either the "MAY" or "MAY NOT" block must be checked for each type of delegation authority checked! For Head of Agency Self-Delegations, the "MAY" block should be checked for ALL authorities.
- Check the appropriate block for "Type of Delegation Action", only one block may be checked. Check "Original" for new delegations or check "Re-delegation" for renewals of existing delegations

Section II

- The "Agency" line should be completed to include the operational level of the designee. Abbreviations may be used; e.g., U.S. Treas. Dept., Fin. Mgmt. Ser., Operations Group.
- For "Effective Date" enter the date that the delegation is to be effective on. Delegations are good for a period of two years from the effective date. The actual effective date will be the latter of, the requested effective date and the date the delegation is actually accepted by FMS.

Section III

- Designee must sign in all four boxes.
- All signatures must be in longhand and contain either full signature or initials and last name, but not both.
- All signatures must be clearly legible in black ink for reproduction purposes.
- Designee must sign in the same manner as he/she will be using on future documents to be submitted to the Financial Management Service.

Section IV

- All forms FMS 2958 must be signed in this section by an authorized delegator.
- Signature must be in the box and clear and legible, using black ink for reproduction purposes.
- An accomplished copy of form FMS 2958 will be returned directly to the delegator, at the address specified in Section VI.
- Delegators are cautioned to review accomplished copies to ensure no changes to form FMS 2958 have occurred between signature and acceptance by the Financial Management Service.

Section V

- Completion of this section revokes all authority originally delegated, as of the "Effective Date". If partial authority is to be retained, such as appoint cashiers but not designate certifying officers, an additional form FMS 2958 must be received re-delegating authority to appoint cashiers.

Section VI

- Must be completed to reflect return address of the delegator signing in Section IV.

Section VII

- Will be completed by the Financial Management Service.
- If accomplished date is later than effective date, the accomplished date will become the effective date.