

# Department of Transportation

Office of the Secretary

Washington, D.C.

## ORDER

DOT 1100.42

4-25-72

**SUBJECT: IMPLEMENTING ACTIONS IN RESPONSE TO NEW LEGISLATION AND REORGANIZATION PLANS**

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1. PURPOSE. This order establishes procedures for ensuring that actions required by new legislation and reorganization plans are initiated promptly and that responses required are made within established deadlines.
2. CANCELLATION. DOT 1100.40, Initiating Delegations of Authority, of 1/8/71.
3. REFERENCE. This Order supplements DOT 1323.2C, Coordination and Transmittal of Reports to Congress.
4. BACKGROUND. On occasion new legislation and reorganization plans may require the Department to take actions, such as perform studies and make reports, the responsibility for which has not been clearly established within the Department. As a result, delays in initiating the action could be encountered and report deadlines missed. To avoid such a situation, procedures for ensuring that responsibility is clearly established and follow-up action is taken must be established.
5. PROCEDURES. The following procedures shall be followed:
  - a. General Counsel
    - (1) Upon the approval of new enactments and reorganization plans, promptly provide copies thereof to all Secretarial Officers and interested operating administrations.
    - (2) Within ten days of the approval of an act or reorganization plan, issue to the offices and administrations indicated in (1) above an analysis of the document, including the actions required by the Department in response thereto.
    - (3) In coordination with the Assistant Secretary for Administration, prepare Federal Register entries for those delegations of authority appropriate for publication therein. Upon approval of the delegation, process the entry for publication in the Federal Register.

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**DISTRIBUTION:** All Secretarial Offices  
All Operating Administrations  
National Transportation Safety Board (info)

**OPI:** Office of  
Management  
Systems

b. Assistant Secretary for Administration

- (1) In consultation with the Assistant Secretary for Policy and International Affairs and other interested offices and operating administrations, obtain agreement as to which office or operating administration should have primary responsibility for each of the actions indicated in the General Counsel's analysis.
- (2) Where disagreement exists as to which Secretarial Office or operating administration should have primary responsibility, refer the matter to higher authority with recommendation.
- (3) Assisted by the General Counsel, promptly process and coordinate with the operating administrations and offices concerned, and obtain Secretarial approval of the delegations of authority or other instruments formally documenting the assignment of responsibility.
- (4) Incorporate the requirements for reports to Congress that are processed in accordance with this Order in the appropriate part of DOT 1323.2C, and notify the Deputy Under Secretary in the case of one-time reports.

c. Responsible Office or Operating Administration

- (1) Within 30 days of the signing of an act or the approval of a reorganization plan, submit to the Secretary, with information copies to the Under Secretary, the Deputy Under Secretary, the Assistant Secretary for Policy and International Affairs, the Assistant Secretary for Administration, and other appropriate Secretarial Officers, a plan describing how the office or operating administration intends to accomplish the required action. Any difficulties anticipated or requirements for assistance should be indicated.
- (2) When appropriate, each quarter submit a report of progress to the Secretary, copy to the Assistant Secretary for Administration.

6. SCOPE. This directive does not apply to cyclical reports, such as budget and legislative submissions, that are well established in the Department's business routine or are included in DOT 1323.2C.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger  
Assistant Secretary  
Administration