

**DEPARTMENT OF THE INTERIOR
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT MANUAL**

Transmittal Sheet

Version No. 001

September 23, 2011

SUBJECT: Delegation Series
Part 218 Special Re Delegations
Chapter 1 Administrative Delegations of Authority—Handbook

EXPLANATION OF MATERIAL TRANSMITTED:

This Handbook contains the Bureau of Safety and Environmental Enforcement administrative delegations of authorities. The authorities are delegated to the lowest appropriate levels within each of the organizations.



Robert E. Brown
Associate Director for Administration
and Budget

FILING INSTRUCTIONS:

REMOVE:

Part Chapter Version

INSERT:

Part Chapter Version
218.1-H Handbook 001

OPR: Management Support Division, Office of Administration

U.S. DEPARTMENT OF THE INTERIOR

**Bureau of Safety and
Environmental Enforcement**

HANDBOOK

ADMINISTRATIVE

DELEGATIONS

OF

AUTHORITY

(BSEEM 218.1-H)

September 23, 2011

FOREWORD

This handbook contains the key Bureau of Safety and Environmental Enforcement administrative delegations of authorities. The authorities are delegated to the lowest appropriate levels within each of the organizations.

Recommended changes or additions to this handbook should be submitted in writing to the Chief, Management Support Division in the Office of Administration.



Robert E. Brown
Associate Director for Administration
and Budget

Date: September 23, 2011

BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT

TABLE OF CONTENTS

	Page
1. Budgetary Action	
A. Estimate the Annual Bureau Budget and Submit to the Department	1
B. Recommend to the Department Proposed Amendments to Budget Requests and/or Supplementals to Appropriation Bills	1
C. Recommend to the Department Proposed Approval to Reprogram Appropriated Funds to Purposes Other than those for which the Appropriation was Justified	1
D. Recommend to the Department Proposed Changes to the Wording of Appropriation Language	1
E. Justify the Budget to the Department	1
F. Allocate Funds to Program Areas	1
2. Directives	
A. Basic Manual Chapters	1
B. Handbooks and Interim Policy Documents	1
C. Field Office Supplements	1
3. Ethics - Conflict of Interest	1
4. Federal Register Notices	
A. Authority to Approve Notices Published in the Federal Register	1
B. Notice of, and report on, Environmental Documents Prepared for Proposed Oil and Gas Operations	1
C. Authority to Approve Lease Sale	1
D. Authority to Approve 5-Year Documents	1
5. Finance	
A. Relocation	1 - 7
B. Travel	7 - 14
C. Debt Collection	14
D. Fitness Program	15
6. Forms - Approval of BSEE Forms	1
7. Freedom of Information Act Requests	
A. Releases	1
B. Denials or Disclosures of Exempt Material	1

	Page
8. Human Resources (Personnel)	
A. Staffing and Classification	1 - 6
B. Hours of Duty	6 - 7
C. Pay/Overtime	7 - 8
D. Attendance and Leave	9 - 11
E. Employee Relations	12 - 19
F. Awards	19 - 23
G. Human Resources Systems	23 - 24
9. Information Management	
A. Charge Card Purchases	1
B. All Other IT Acquisitions	1 - 3
10. Memorandums of Understanding/Agreement	
A. Negotiate and Execute Unfunded MOU/MOA which is not Program-Specific or with Foreign Governments, Organizations, or Groups	1
B. Negotiate and Execute Program-Specific Unfunded MOU/MOA which is Consistent with their Respective Responsibilities and Authorities	1
11. Organization Changes	
A. Organization Changes Below the Division Level and within the Regions	1
B. Proposed Organization Changes at the Division Level or Equivalent and above, or Involving the Opening, Closing, or Relocating of any Permanent Field Organization	1
12. Privacy Act Requests	
A. Releases	1
B. Denials, Including Partial Denials	1
C. Appeals by Individuals on Denials	1
13. Procurement	
A. Purchase Limits for Purchase Card Procurements	1
B. Off-the-Shelf Training Procurements	1
C. Authority to Appoint Non-Procurement Personnel as Focal Points for Ordering Services from the Networx Universal and WITS3 National Capital Region Local Services Contracts	1
D. Purchases from Networx Universal and WITS3 National Capital Region Local Services Contracts	2
E. GPO Express Program Purchase Limits (FedEx Kinko's Contract)	2
F. Contracting Officer Certificate of Appointment (COA) and COA Termination	2
G. Contracting Officer Representative (COR) Appointments/Terminations	2

	Page
13. Procurement (Continued)	
H. Waiver of COR Certification Requirements	2
I. Interagency Agreements	2
J. Ratification of Unauthorized Procurement Actions	3
K. Approval of Requirements for Other than Full and Open Competition	3
L. Multi-Year Contracting Determination (FAR 17.105-1(a))	3
14. Property	
A. Relief of Accountability for Missing, Damaged, Obsolete, or Unserviceable Property that is \$5,000 or Greater and Sensitive	1
B. Designates Officials Authorized to Issue DI-1934, Property Pass	1
C. Certifies Accuracy of Physical Inventories	1
D. Certifies Annual Inventory of Controlled Property	1
E. Designates Cognizant Employee of Accountable Property	1
F. Randomly Selects Property Inventory Lists for Reinventory and Recertification	1
G. Approval to Use Non-Government Property on a Government Site	1
H. Government Furnished Property	1
15. Safety Management	
A. Decision to Contract with Non-Federal Organizations for Safety Program Actions or Accident-Loss Investigations	1
B. Service Hazardous Waste Management Program Operational Budgets, Administration, and Programs	1
C. Awards	1
16. Security Management	
A. Authority to Issue Temporary Identification Cards (DI-2005)	1
17. Space Management	
A. Request for Space (SF-81)	1
B. Enter into Short-Term Lease Agreement (less than 1 year) for Space Under 2,500 Square Feet	1
C. Request for Alterations, Repairs, or Other Building Services to Space Exceeding \$500	1
D. Limited Emergency Repairs Not Exceeding \$500	1

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

1. BSEE BUDGETARY ACTION	DOI	Director (D) Deputy Dir. (DD)	Budget Officer	OTHERS
A. Estimate the annual Bureau budget and submit to the Department.		DD - A		
B. Recommend to the Department proposed amendments to budget requests and/or supplementals to appropriation bills.		DD - A		
C. Recommend to the Department proposed approval to reprogram appropriated funds to purposes other than those for which the appropriation was justified.		DD - A		
D. Recommend to the Department proposed changes to the wording of appropriation language.			A	
E. Justify the budget to the Department.			A	
F. Allocate funds to Program areas.			A	
A - Approve C - Concur				

BSEE ADMINISTRATIVE DELEGATIONS - LEVEL OF AUTHORITY

2. BSEE DIRECTIVES	DOI	Dir. (D)/ Deputy Dir. (DD)	AD-Admin. (ADA)	D/DD Office Chiefs; Program/Division Chiefs; Regional Directors	OTHERS
A. BASIC MANUAL CHAPTERS (ALL OFFICES)		DD - A ¹			DLO ² - C; DO ³ - C; and ADA ⁴ - C
B. HANDBOOKS AND INTERIM POLICY DOCUMENTS					
DIRECTORATE					Chief of Staff - A ¹ ; DLO ² - C; DO ³ - C; and ADA ⁴ - C
ADMINISTRATION			A ¹		DLO ² - C; DO ³ - C; and ADA ⁴ - C
PROGRAM OFFICES				DD - A ¹	DLO ² - C; DO ³ - C; and ADA ⁴ - C
C. FIELD OFFICE SUPPLEMENTS				Regional Directors - A ¹	
A - Approve C - Concur					
¹ This authority cannot be redelegated ² Directives Liaison Officer (Chief, Management Support Div.) ³ Directives Officer ⁴ Associate Director for Administration					

BSEE ADMINISTRATIVE DELEGATIONS - LEVEL OF AUTHORITY

3. BSEE ETHICS	DOI	Dir. (D) Deputy Dir. (DD)	AD-Admin. (ADA)	D/DD Office Chiefs; Program/Division Chiefs; Regional Directors	OTHERS
CONFLICT OF INTEREST					
1. Approval of advance authorization to engage in outside work or activity. (If disputed, Director makes final determination--MMS Form 1510 is required.)					Supervisor - R Deputy Ethics Counselor - A
2. Advance approval to serve as officer to private sector organization on official time. (Memorandum of Understanding and 18 USC 208 (b) (1) waivers required.)	DAEO ¹ - A				Deputy Ethics Counselor - R SES Ethics Manager - C
3. Advance approval to accept travel-related expenses from a non-Federal source to attend a meeting, conference, or similar event (DI-2000)					Deputy Ethics Counselor - C Authorizing official for travel - A
4. Advance approval to accept travel-related expenses from an organization tax exempt under 501(c) (3) of the IRS Code.					Deputy Ethics Counselor - C Authorizing Official for travel - A
5. Advance approval to accept free attendance at widely-attended events (DI-1958 required).					Supervisor - R Deputy Ethics Counselor - A
A - Approve C - Concur R - Recommend Approval/Disapproval					
¹ Designated Agency Ethics Official					

BSEE ADMINISTRATIVE DELEGATIONS - LEVEL OF AUTHORITY

4. BSEE FEDERAL REGISTER NOTICES	DOI	Dir. (D) Deputy Dir. (DD)	AD-Admin. (ADA)	D/DD Office Chiefs; Program/Division Chiefs; Regional Directors	OTHERS
A. AUTHORITY TO APPROVE NOTICES PUBLISHED IN THE FEDERAL REGISTER.					
Notices of meetings.	AS/LM ¹ - A	DD - Signs		C	
1. Information collection and rulemaking notices.*				C	Chief, Office of Offshore Regulatory Programs (OORP) - A
2. Calls for nominations.	AS/LM ¹ - A	DD - Signs		C	
3. Advisory committee meeting notices.	AS/LM ¹ - A	DD - Signs		C	
4.					
B. NOTICE OF, AND REPORT ON, ENVIRONMENTAL DOCUMENTS PREPARED FOR PROPOSED OIL AND GAS OPERATIONS.				Regional Directors - A	
C. AUTHORITY TO APPROVE LEASE SALE.	AS/LM ¹ - A	DD - Signs		C	
D. AUTHORITY TO APPROVE 5-YEAR DOCUMENTS.	AS/LM ¹ - A	DD - Signs		C	
A - Approve C - Concur					
¹ Assistant Secretary - Land and Minerals Management		* The Information Collection Federal Register notices are signed by the OORP Chief.			

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION					
1. Payment of travel and transportation allowances for traveling to first duty station at Government expense.					
DIRECTORATE		DD - A		A	
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION					
PROGRAM OFFICES				A	
Headquarters OCS Regions					Regional Supervisors & above - A
2. Payment of travel, transportation, and other authorized relocation allowances incident to the transfer of an employee from one official duty station to another at Government expense.					
DIRECTORATE		DD - A		A	
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION					
PROGRAM OFFICES				A	
Headquarters OCS Regions					Regional Supervisors & above - A

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)					
3. Extension of time, beyond initial 1 year authorized for completion of sale or purchase of residence or lease termination.					
DIRECTORATE		DD - A			Chief, Finance Division - C
Director's Staff/AD-Admin.				A	Chief, Finance Division - C
Staff Offices				A	Chief, Finance Division - C
ADMINISTRATION					
PROGRAM OFFICES				A	Chief, Finance Division - C
Headquarters				A	Chief, Finance Division - C
OCS Regions					
4. Extension allowing employee to occupy temporary quarters under actual expense method only.					
Beyond 30 days and not to exceed 60 days.					
a.					
DIRECTORATE		DD - A			Chief, Finance Division - C
Director's Staff/AD-Admin.				A	Chief, Finance Division - C
Staff Offices				A	Chief, Finance Division - C
ADMINISTRATION					
PROGRAM OFFICES				A	Chief, Finance Division - C
Headquarters				A	Chief, Finance Division - C
OCS Regions					

A = Approve, C = Concur

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)					
4. Extension allowing employee to occupy temporary quarters under actual expense method only. (Continued)					
Beyond 60 days.					
b.					
DIRECTORATE		DD - A			Chief, Finance Division - C
Director's Staff/AD-Admin. Staff Offices		DD - A		C	Chief, Finance Division - C
ADMINISTRATION			A	C	Chief, Finance Division - C
PROGRAM OFFICES		DD - A		C	Chief, Finance Division - C
Headquarters		DD - A		C	Chief, Finance Division - C
OCS Regions					
5. Extension of temporary storage of household goods beyond the initial 60 days.					
DIRECTORATE		DD - A			Chief, Finance Division - C
Director's Staff/AD-Admin. Staff Offices				A	Chief, Finance Division - C
ADMINISTRATION				A	Chief, Finance Division - C
PROGRAM OFFICES				A	Chief, Finance Division - C
Headquarters				A	Chief, Finance Division - C
OCS Regions					

A = Approve C = Concur

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)					
6. Nontemporary storage of household goods.					
DIRECTORATE		DD - A			Chief, Finance Division - C
Director's Staff/AD-Admin. Staff Offices				A	Chief, Finance Division - C
ADMINISTRATION				A	Chief, Finance Division - C
PROGRAM OFFICES					
Headquarters				A	Chief, Finance Division - C
OCS Regions					
7. Shipment of professional books and papers as an administrative expense.					
DIRECTORATE					Chief of Staff - A
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES					
Headquarters				A	Regional Supervisors & above - A
A = Approve C = Concur OCS Regions					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)					
8. Emergency transportation and storage of a privately owned vehicle.					
DIRECTORATE		DD - A			
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES				A	
Headquarters OCS Regions					Regional Supervisors & above - A
9. Shipment of a privately owned vehicle within CONUS when the transportation is advantageous and cost effective to the Government.					
DIRECTORATE		DD - A			
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES				A	
Headquarters A = Approve OCS Regions					Regional Supervisors & above - A

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)					
10. Preparation and transportation of the remains of a deceased employee, transportation of immediate family and household goods of a deceased employee when permitted by the Federal Travel Regulation.					
DIRECTORATE		DD - A		A	
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION					
PROGRAM OFFICES				A	
Headquarters				A	
OCS Regions					
11. Last move home relocation allowances for eligible SES employees.					
DIRECTORATE		DD - A			
Director's Staff/AD-Admin. Staff Offices		DD - A			
ADMINISTRATION			A		
PROGRAM OFFICES					
Headquarters		DD - A			
A - Approve OCS Regions					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)					
12. Payment of a limited set of relocation expenses in connection with temporary change of station of 6 to 30 months duration.					
DIRECTORATE		DD - A		A	
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES				A	
Headquarters				A	
OCS Regions					
B. TRAVEL					
1. Travel Authorizations (TA) Form DI-1020.					
Unlimited Open (General) TA		DD - A			
a.					
Limited Open (Area) TA					
b.					
DIRECTORATE		DD - A		A	
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
A = Approve					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)					
1. Travel Authorizations (TA) Form DI-1020. (Continued)					
Limited Open (Area) TA (Continued)					
b.					
PROGRAM OFFICES		DD - A		A	
Program/Division Chiefs and Regional Directors Branch Chiefs and Regional Supervisors					Branch Chiefs and Regional Supervisors- A
Unit Chiefs and Regional Section Chiefs and below Travel Authorizations (including miscellaneous items listed under c.					
205 DM 15.5 which will be approved by the same official).					
DIRECTORATE		DD - A		A	
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES		DD - A		A	
Program/Division Chiefs and Regional Directors Branch Chiefs and Regional Supervisors					Branch Chiefs and Regional Supervisors - A
A = Approve Unit Chiefs and Regional Section Chiefs and below					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)					
1. Travel Authorizations (TA) Form DI-1020. (Continued)					
d. Foreign travel (Form DI-1020)	AS/LM ¹ - C PPA ² - C	DD - A			
e. Use of foreign flag air carrier.	AS/PMB ³ - A AS/LM ¹ - C	DD - C			
f. Authorization of the rental of Global Positioning Satellite (GPS) Technology when renting a vehicle in a foreign country.		DD - A			
g. Authorization for Alaska OCS Region employees to travel into Canada in connection with strictly local matters.					Regional Director Alaska OCS Region - A
2. Direct hire of airplane or special conveyance.					
DIRECTORATE		DD - A DD - A			
Director's Staff/AD-Admin. Staff Offices			A		
ADMINISTRATION					
A = Approve C = Concur					
¹ Assistant Secretary – Land and Minerals Management					
² Office of Policy Analysis					
³ Assistant Secretary – Policy, Management and Budget					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)					
2. Direct hire of airplane or special conveyance. (Continued)					
PROGRAM OFFICES				A	
Headquarters				A	
OCS Regions					
3. Travel Advances (ATM advances are authorized on TAs), except					
Emergency Travel Advances.					
DIRECTORATE		DD - A			
Director's Staff/AD-Admin.				A	
Staff Offices				A	
ADMINISTRATION					
PROGRAM OFFICES		DD - A			
Program/Division Chiefs and Regional Directors				A	
Branch Chiefs and Regional Supervisors					Branch Chiefs and Regional Supervisors- A
Unit Chiefs and Regional Section Chiefs and below					
4. Approval to <u>purchase</u> upgraded passenger transportation (does not include					
the use of frequent flier miles to upgrade service).					
a. First-class transportation.	AS/LM ¹ - C AS/PMB ² - A	DD - C			
A = Approve C = Concur					
¹ Assistant Secretary – Land and Minerals Management		² Assistant Secretary – Policy, Management and Budget			

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)					
4. Approval to <u>purchase</u> upgraded passenger transportation (does not include the use of frequent flier miles to upgrade service). (Continued)					
b. Premium-class, other than first-class, transportation (e.g., business-class).		D - A			
5. Conference travel.					
a. Authorize and approve Government-sponsorship or co-sponsorship of a conference and/or travel involving 30 or more Government employees.	DAS/LM ¹ - A	DD - C			
b. Authorize and approve Government-sponsorship or co-sponsorship of a conference and/or travel involving 29 or fewer Government employees.					
DIRECTORATE		DD - A			
Director's Staff /AD-Admin. Staff Offices		DD - A			
ADMINISTRATION 1 to 10 employees				A	
a. 11 to 29 employees			A		
b.					
PROGRAM OFFICES				A	
Headquarters				A	
OCs Regions					
A = Approve, C = Concur					
¹ Deputy Assistant Secretary – Land and Minerals Management					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)					
6. Use of cash to purchase passenger transportation services costing more than \$100.					
DIRECTORATE					Chief of Staff - A
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES				A	
Headquarters				A	
OCS Regions					
7. Claim for Reimbursement for Expenditures on Official Business (SF-1164).					
DIRECTORATE					Chief of Staff - A
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES					
		DD - A			
				A	
Program/Division Chiefs and Regional Directors Branch Chiefs and Regional Supervisors					Branch Chiefs and Regional Supervisors- A
4. Air Support and Regional Section Chiefs and below					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)					
8. Travel Voucher (SF-1012)					
DIRECTORATE					Chief of Staff - A
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES					
		DD - A			
Program/Division Chiefs and Regional Directors Branch Chiefs and Regional Supervisors				A	Branch Chiefs and Regional Supervisors- A
Unit Chiefs and Regional Section Chiefs and below					
9. Payment of actual subsistence expenses for travel that involves unusual circumstances.					
DIRECTORATE					Chief of Staff - A
Director's Staff/AD-Admin. Staff Offices				A	
ADMINISTRATION				A	
PROGRAM OFFICES					
		DD - A			
Program/Division Chiefs and Regional Directors Branch Chiefs and Regional Supervisors				A	Branch Chiefs and Regional Supervisors- A
Unit Chiefs and Regional Section Chiefs and below					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)					
10. Authorize and approve waiver of the requirement to itemize local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees.	AS/PMB ¹ - A AS/LM ² - C	DD - C			
11. Define the boundary of the duty station and/or vicinity of the place of abode (home) within which no per diem will be paid.	AS/PMB ¹ - A AS/LM ² - C	DD - C			
12. Approve payment of per diem for travel involving severe conditions or attendance at training or a conference, where duty is in excess of 12 hours and is at least 30 miles from both the residence and permanent duty station.	AS/PMB ¹ - A AS/LM ² - C	DD - C			
13. Authorization to rent GPS Technology when official travel involves access to extremely remote locations.					Branch Chiefs and Regional Supervisors- A
C. DEBT COLLECTION - Waiver of Claims of the U.S. Department of the Interior for Erroneous Payments (344 DM 9).					
1. Grant a waiver, in whole or in part, of a claim totaling:					
\$1,500 or less.		DD - A			
a. more than \$1,500.	OHA ³ - A				
b.					
2. Deny a waiver of a claim in any gross original amount.		DD - A ⁴			
A = Approve C = Concur					
¹ Assistant Secretary – Policy, Management and Budget		² Assistant Secretary - Land and Minerals Management		³ Director, Office of Hearings and Appeals	
⁴ If the claim totals more than \$1,500, the Deputy Director can deny the waiver request or recommend approval of the request by Director, OHA.					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BSEE - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	AD - Admin.	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
D. FITNESS PROGRAM - Qualified Fitness Program Expenses on SF-1164 (Claim for Reimbursement for Expenditures on Official Business).					
All Organizations					A certified Fitness Committee team member approves SF-1164 (see BSEE's Intranet Fitness Program link for team members by location).

BSEE ADMINISTRATIVE DELEGATIONS - LEVEL OF AUTHORITY

6. BSEE FORMS	DOI	Dir. (D)/ Deputy Dir. (DD)	AD-Admin. (ADA)	D/DD Office Chiefs; Program/Division Chiefs; Regional Directors	OTHERS
Approval of BSEE Forms					
DIRECTORATE					Forms Officer - A
ADMINISTRATION					Forms Officer - A
PROGRAM OFFICES					Forms Officer - A
A - Approve					

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

7. BSEE FREEDOM OF INFORMATION ACT REQUESTS	DOI	Dir. (D)/ Deputy Dir. (DD)	AD-Admin. (ADA)	D/DD Office Chiefs; Program/Division Chiefs; Regional Directors	OTHERS
A. RELEASES					
DIRECTORATE	SOL ¹ - C	DD - C			BSEE FOIA Officer - A
Director's Staff	SOL ¹ - C				Office Chiefs - C/BSEE FOIA Officer - A
Staff Offices					
PROGRAM OFFICES	SOL ¹ - C				BSEE FOIA Officer - A
Headquarters	SOL ¹ - C			A	Region FOIA Officer - A
OCS Regions					
B. DENIALS OR DISCLOSURES OF EXEMPT MATERIAL					
DIRECTORATE	SOL ¹ - C	DD - C			BSEE FOIA Officer - A
Director's Staff	SOL ¹ - C				Office Chiefs - C/BSEE FOIA Officer - A
Staff Offices					
PROGRAM OFFICES	SOL ¹ - C				BSEE FOIA Officer - A
Headquarters	SOL ¹ - C			A	Region FOIA Officer - A
OCS Regions					
A - Approve C - Concur					
¹ Office of the Solicitor					

BSEE ADMINISTRATIVE DELEGATIONS LEVELS OF AUTHORITY

13. BSEE PROCUREMENT	DOI	HCA ¹	CA ²	BPC ³	CCO ⁴	CO ⁵	OTHERS
A. PURCHASE LIMITS FOR PURCHASE CARD PROCUREMENTS							
1. \$3,000 – Supplies.							Designated personnel with delegation of authority
2. \$3,000 – Off-the-Shelf Training.							Designated personnel with delegation of authority
3. \$2,500 – Services subject to the Service Contract Act (except Off-the-Shelf Training).							Designated personnel with delegation of authority
4. \$2,000 – Construction services subject to the Davis-Bacon Act.							Designated personnel with delegation of authority
5. Convenience Checks.							
\$3,000 - Supplies							Designated personnel with delegation of authority
\$2,500 - Services							Designated personnel with delegation of authority
\$2,000 - Construction							Designated personnel with delegation of authority
6. Less than \$2,500 – Cardholders delegated with single purchase limit.							Designated personnel with delegation of authority
B. OFF-THE-SHELF TRAINING PROCUREMENTS							
1. \$3,000 up to \$150,000 (Simplified Acquisition Threshold)							SF-182 Approval Procedures - A
2. Over \$150,000 (Simplified Acquisition Threshold)						A	SF-182 Approval Procedures - C
C. AUTHORITY TO APPOINT NON-PROCUREMENT PERSONNEL							
AS FOCAL POINTS FOR ORDERING SERVICES FROM THE NETWORK UNIVERSAL AND WITS3 NATIONAL CAPITAL REGION LOCAL SERVICES CONTRACTS.				A			

A = Approve C = Concur

HCA¹ - Head of the Contracting Activity (AD for Admin.)

CA² - Competition Advocate

BPC³ - Bureau Procurement Chief

CCO⁴ - Chief of the Contracting Office

CO⁵ - Contracting Officer

BSEE ADMINISTRATIVE DELEGATIONS LEVELS OF AUTHORITY

13. BSEE PROCUREMENT	DOI	HCA ¹	CA ²	BPC ³	CCO ⁴	CO ⁵	OTHERS
D. PURCHASES FROM NETWORKX UNIVERSAL AND WITS3 NATIONAL CAPITAL REGION LOCAL SERVICES CONTRACTS							Designated Agency Representative appointed by BPC ³
E. GPO EXPRESS PROGRAM PURCHASE LIMITS (FedEx Kinko's Contract)							
1. \$2,500							General Printing Office (GPO) Express Card Holders
2. \$10,000							GPO Express Coordinator
F. CONTRACTING OFFICER CERTIFICATE OF APPOINTMENT (COA) AND COA TERMINATION				A	Nominates		
G. CONTRACTING OFFICER REPRESENTATIVE (COR) APPOINTMENTS AND TERMINATIONS						A	
H. WAIVER OF COR CERTIFICATION REQUIREMENTS	DOI SPE ⁶ - A						
I. INTERAGENCY AGREEMENTS (IA)							
Economy Act Determinations \$0 up to \$100,000					A	C	
a. \$100,001 to \$500,000		A		C	C	C	
b. Over \$500,000	Office of the Solicitor - C	A		C	C	C	
c. When the servicing agency is not covered by the Federal	DOI SPE ⁶ - A	C		C	C	C	
d.							
Acquisition Regulations							

A = Approve C = Concur

HCA¹ - Head of the Contracting Activity (AD for Admin.)

CA² - Competition Advocate

BPC³ - Bureau Procurement Chief

CCO⁴ - Chief of the Contracting Office

CO⁵ - Contracting Officer

SPE⁶ - Senior Procurement Executive

BSEE ADMINISTRATIVE DELEGATIONS LEVELS OF AUTHORITY

13. BSEE PROCUREMENT	DOI	HCA ¹	CA ²	BPC ³	CCO ⁴	CO ⁵	OTHERS
J. RATIFICATION OF UNAUTHORIZED PROCUREMENT ACTIONS							
\$0 up to \$3,000 (Micro-purchase Threshold)					A	C	
1. Over \$3,000 (Micro-purchase Threshold) to \$10,000	Office of the Solicitor - C				A	C	
2. Over \$10,000 to \$25,000	Office of the Solicitor - C			A	C	C	
3. Over \$25,000	Office of the Solicitor - C	A		C	C	C	
4.							
K. APPROVAL OF REQUIREMENTS FOR OTHER THAN FULL AND							
OPEN COMPETITION							
\$0 up to \$25,000						A	Requisitioner - C
1. Over \$25,000 up to \$550,000					A	C	Requisitioner - C
2. Over \$550,000 up to \$11,500,000			A		C	C	Requisitioner - C
3. Over \$11,500,000 up to \$57,000,000		A	C		C	C	Requisitioner - C
4. Over \$57,000,000	DOI SPE ⁶ - A	C	C		C	C	Requisitioner - C
5.							
L. MULTI-YEAR CONTRACTING DETERMINATION							
(FAR 17.105-1(a))				A		C	

A = Approve C = Concur

HCA¹ - Head of the Contracting Activity (AD for Admin.)

CA² - Competition Advocate

BPC³ - Bureau Procurement Chief

CCO⁴ - Chief of the Contracting Office

CO⁵ - Contracting Officer

SPE⁶ - Senior Procurement Executive

BSEE ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

14. BSEE PROPERTY	DOI	Dir. (D)/ Deputy Dir. (DD)	AD-Admin. (ADA)	D/DD Office Chiefs; Program/Division Chiefs; Regional Directors	OTHERS
A. Relief of accountability for missing, damaged, obsolete, or unserviceable property that is \$5,000 or greater and sensitive.					PSB ¹ - A
B. Designates officials authorized to issue DI-1934, property pass.					PMO ² /PMS ³ - A
C. Certifies accuracy of physical inventories.					CPO ⁴ /PMO ² or PMS ³ - A
D. Certifies annual inventory of controlled property.					APO ⁵ - A
E. Designates cognizant employee of accountable property.					CPO ⁴ - A
F. Randomly selects property inventory lists for reinventory and recertification.					PMO ² or PMS ³ - A
G. Approval to use non-government property on a government site.			A		
H. Government furnished property (all matters).					Contracting Officer - A
A - Approve C - Concur					
¹ Property Survey Board ² Property Management Officer ³ Property Management Specialist ⁴ Custodial Property Officer ⁵ Accountable Property Officer (Associate Director for Administration)					

BSEE ADMINISTRATIVE DELEGATIONS - LEVEL OF AUTHORITY

15. BSEE SAFETY MANAGEMENT*	DOI	Dir. (D)/ Deputy Dir. (DD)	AD-Admin.	D/DD Office Chiefs; Program/Division Chiefs; Regional Directors	OTHERS
A. Decision to contract with non-federal organizations for safety program actions or accident-loss investigations.			A		Safety Manager - C
B. Service hazardous waste management program operational budgets, administration, and programs.			A		Safety Manager - C
C. Awards					
Department Safety Excellence Award	Safety Council - A	DD - A	C		Safety Manager - C
1. BSEE Safety Management Award		DD - A	C		Safety Manager - C
2. BSEE Safety Inspection and Service Awards				Chief, Office of Offshore Regulatory Programs - A	Safety Manager - C
3.					
A = Approve C = Concur					
* Does not apply to BOEM responsibilities as a safety regulator for offshore facilities.					

BSEE ADMINISTRATIVE DELEGATIONS - LEVEL OF AUTHORITY

17. BSEE - SPACE MANAGEMENT	DOI	Dir. (D)/ Deputy Dir. (DD)	AD- Admin. (ADA)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. Request for space.					
In departmentally controlled cities.	A			P	Chief, Management Support Division - C
1.					
Others				P	Chief, Management Support Division - A
2.					
B. Enter into short-term lease agreement (less than 1 year) for space					
under 2,500 square feet.				P	Chief, Management Support Division - A
ALL OFFICES					
C. Request for alterations, repairs, or other building services to					
space exceeding \$500.				P	Chief, Management Support Division - A
ALL OFFICES					
D. Limited emergency repairs not exceeding \$500.					
				P	Chief, Management Support Division - A
ALL OFFICES					
A - Approve C - Concur P - Propose					