

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL
TRANSMITTAL SHEET

Release No. 255

October 8, 1999

SUBJECT: Delegation Series
Part 205 General Delegations
Chapter 4 Issuing Identification Cards

EXPLANATION OF MATERIAL TRANSMITTED:

This release validates the accuracy of identification card issuance authority and responsibility.

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Director

FILING INSTRUCTIONS:

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OPR: Procurement and Support Services Division
Office of Administration and Budget

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Delegation Series

Part 205 General Delegations

Chapter 4 Issuing Identification Cards

205.4.1

1. Purpose. The purpose of this chapter is to delegate authority for the issuance of identification cards.
2. Authority. Departmental Manual (310 DM 3 Identification Cards).
3. Delegation of Authority. The Director, Minerals Management Service (MMS) is authorized to issue identification cards to include the DI-238A, Department of the Interior Identification Card; the DI-238, Temporary Identification Card; and Retiree Identification Card.
4. Redelegation. The authority for issuance of identification cards is redelegated to the Associate Director for Administration and Budget and may be redelegated to the MMS Security Officer and Administrative Service Center Managers as appropriate. Administrative Service Center Managers must sign identification cards but may redelegate operational issuance of the cards to their respective Service Center Personnel Officers.
5. Limitations. Authority for signing identification cards may not be redelegated by the MMS Security Officer or Administrative Service Center Managers.

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Supersedes Release No. 21

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