

## BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
<b>A. RELOCATION</b>				
1. Payment of travel and transportation allowances for traveling to first duty station at Government expense.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices			A	
PROGRAM OFFICES				
				Division Chiefs/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				
Director's Staff		DD - A		
Staff Offices			A	
PROGRAM OFFICES				
				Division Chiefs/Regional Supervisors & above - A
A = Approve				

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5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office 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.				
<b>DIRECTORATE</b>				
Director's Staff		DD - A		BSEE Chief, Finance Division - C
Staff Offices			A	BSEE Chief, Finance Division - C
<b>PROGRAM OFFICES</b>				
Headquarters				Division Chiefs & above - A and BSEE Chief, Finance Division - C
OCS Regions			A	BSEE Chief, Finance Division - C
4. Extension allowing employee to occupy temporary quarters under actual expense method only:				
a. Beyond 30 days and not to exceed 60 days.				
<b>DIRECTORATE</b>				
Director's Staff		DD - A		BSEE Chief, Finance Division - C
Staff Offices			A	BSEE Chief, Finance Division - C
<b>PROGRAM OFFICES</b>				
Headquarters				Division Chiefs & above - A and BSEE Chief, Finance Division - C
OCS Regions			A	BSEE Chief, Finance Division - C
A = Approve    C = Concur				

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A. RELOCATION (Continued)				
4. Extension allowing employee to occupy temporary quarters under actual expense method only: (Continued)				
b. Beyond 60 days.				
<b>DIRECTORATE</b>				
Director's Staff		DD - A		BSEE Chief, Finance Division - C
Staff Offices		DD - A	C	BSEE Chief, Finance Division - C
<b>PROGRAM OFFICES</b>				
Headquarters		DD - A		Division Chiefs & above - C and BSEE Chief, Finance Division - C
OCS Regions		DD - A	C	BSEE Chief, Finance Division - C
5. Extension of temporary storage of household goods beyond the initial 60 days.				
<b>DIRECTORATE</b>				
Director's Staff		DD - A		BSEE Chief, Finance Division - C
Staff Offices			A	BSEE Chief, Finance Division - C
<b>PROGRAM OFFICES</b>				
Headquarters				Division Chiefs & above - A and BSEE Chief, Finance Division - C
OCS Regions			A	BSEE Chief, Finance Division - C
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5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)				
6. Nontemporary storage of household goods.				
DIRECTORATE				
Director's Staff		DD - A		BSEE Chief, Finance Division - C
Staff Offices			A	BSEE Chief, Finance Division - C
PROGRAM OFFICES				
Headquarters				Division Chiefs & above - A and BSEE Chief, Finance Division - C
OCS Regions			A	BSEE Chief, Finance Division - C
7. Shipment of professional books and papers as an administrative expense.				
DIRECTORATE				
Director's Staff				Chief of Staff - A
Staff Offices			A	
PROGRAM OFFICES				
				Division Chiefs/Regional Supervisors & above - A
8. Emergency transportation and storage of a privately owned vehicle.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices			A	
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A. RELOCATION (Continued)				
8. Emergency transportation and storage of a privately owned vehicle. (Continued)				
PROGRAM OFFICES				Division Chiefs/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				
Director's Staff		DD - A		
Staff Offices			A	
PROGRAM OFFICES				Division Chiefs/Regional Supervisors & above - A
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				
Director's Staff		DD - A		
Staff Offices			A	
PROGRAM OFFICES				
Headquarters				Division Chiefs & above - A
OCS Regions			A	
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A. RELOCATION (Continued)				
11. Last move home relocation allowances for eligible SES employees.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices		DD - A		
PROGRAM OFFICES		DD - A		
12. Payment of a limited set of relocation expenses in connection with temporary change of station of 6 to 30 months duration.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices			A	
PROGRAM OFFICES				
Headquarters				Division Chiefs and above - A
OCS Regions			A	
B. TRAVEL				
1. Travel Authorizations (TA) Form DI-1020.				
a. Unlimited Open (General) TA		DD - A		
A = Approve				

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

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5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
1. Travel Authorizations (TA) Form DI-1020. (Continued)				
d. Foreign travel (Form DI-1020)	AS/LM <sup>1</sup> - C PPA <sup>2</sup> - C	DD - A		
e. Use of foreign flag air carrier.	AS/PMB <sup>3</sup> - A AS/LM <sup>1</sup> - 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 Dir. Alaska OCS Region - A
2. Direct hire of airplane or special conveyance.				
DIRECTORATE		DD - A		
PROGRAM OFFICES			A	
3. Travel Advances (ATM advances are authorized on TAs), except Emergency Travel Advances.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices			A	
A = Approve C = Concur				
<sup>1</sup> Assistant Secretary – Land and Minerals Management <sup>2</sup> Office of Policy Analysis <sup>3</sup> Assistant Secretary - Policy, Management and Budget				

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5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
3. Travel Advances (ATM advances are authorized on TAs), except Emergency Travel Advances. (Continued)				
PROGRAM OFFICES				
Program/Office Chiefs and Regional Directors		DD - A		
Division Chiefs and Regional Supervisors			A	
Branch Chiefs and Regional Section Chiefs and below				Div. Chiefs/Reg. Supervisors - A
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 <sup>1</sup> - C AS/PMB <sup>2</sup> - A	DD - C		
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 <sup>3</sup> - A	DD - C		
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<sup>1</sup> Assistant Secretary – Land and Minerals Management <sup>2</sup> Assistant Secretary – Policy, Management and Budget				
<sup>3</sup> Deputy Assistant Secretary - Land and Minerals Management				

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5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
5. Conference travel. (Continued)				
b. Authorize and approve Government-sponsorship or co-sponsorship of a conference and/or travel involving 29 or fewer Government employees.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices		DD - A		
PROGRAM OFFICES			A	
6. Use of cash to purchase passenger transportation services costing more than \$100.				
DIRECTORATE				
Director's Staff				Chief of Staff - A
Staff Offices			A	
PROGRAM OFFICES				Division Chiefs/Regional Supervisors and above - A
7. Claim for Reimbursement for Expenditures on Official Business (SF-1164).				
DIRECTORATE				
Director's Staff				Chief of Staff - A
Staff Offices			A	
A = Approve				

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5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
7. Claim for Reimbursement for Expenditures on Official Business (SF-1164). (Continued)				
PROGRAM OFFICES				
Program/Office Chiefs and Regional Directors		DD - A		
Division Chiefs and Regional Supervisors			A	
Branch Chiefs and Regional Section Chiefs and below				Div. Chiefs/Reg. Supervisors - A
8. Travel Voucher (SF-1012)				
DIRECTORATE				
Director's Staff				Chief of Staff - A
Staff Offices			A	
PROGRAM OFFICES				
Program/Office Chiefs and Regional Directors		DD - A		
Division Chiefs and Regional Supervisors			A	
Branch Chiefs and Regional Section Chiefs and below				Div. Chiefs/Reg. Supervisors - A
9. Payment of actual subsistence expenses for travel that involves unusual circumstances.				
DIRECTORATE				
Director's Staff				Chief of Staff - A
Staff Offices			A	
A = Approve				

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5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
9. Payment of actual subsistence expenses for travel that involves unusual circumstances. (Continued)				
<b>PROGRAM OFFICES</b>				
Program/Office Chiefs and Regional Directors		DD - A		
Division Chiefs and Regional Supervisors			A	
Branch Chiefs and Regional Section Chiefs and below				Div. Chiefs/Reg. Supervisors - A
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 <sup>1</sup> - A AS/LM <sup>2</sup> - 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 <sup>1</sup> - A AS/LM <sup>2</sup> - 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 <sup>1</sup> - A AS/LM <sup>2</sup> - C	DD - C		
13. Authorization to rent GPS Technology when official travel involves access to extremely remote locations.				Branch Chiefs and Regional Supervisors - A
A = Approve C = Concur				
<sup>1</sup> Assistant Secretary – Policy, Management and Budget		<sup>2</sup> Assistant Secretary - Land and Minerals Management		

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5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
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:				
a. \$1,500 or less.		DD - A		
b. more than \$1,500.	OHA <sup>1</sup> - A			
2. Deny a waiver of a claim in any gross original amount.		DD - A <sup>2</sup>		
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 BOEM's Intranet Fitness Program link for team members by location).
A = Approve    C = Concur				
<sup>1</sup> Director, Office of Hearings and Appeals				
<sup>2</sup> 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.				