BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION					
1. Abolishment of positions which will result in a reduction-in-force action or reassignment in lieu of a reduction-in-force.		DD - A[1]	A[2]		BSEE Chief, Human Resources (HR) Div.- C
2. Appointment above the minimum rate (Superior Qualifications Appointment).					
a. Increases not exceeding 20 percent of candidate's existing pay.				A	Consult BSEE Servicing HR Office
b. Increases above 20 percent of candidate's existing pay.	AS/LM[3] - A	DD - C		P	Consult BSEE Servicing HR Office
3. Appointments based on White House service.	SEC[4] - A	D - P			BSEE Chief, HR Division - C
4. Details					
a. Outside Bureau within DOI.				A	Consult BSEE Servicing HR Office
b. Outside DOI.				A	Consult BSEE Servicing HR Office
c. Extensions beyond 1 year of all details outside Bureau.				A	Consult BSEE Servicing HR Office
d. From excepted to competitive service (within DOI).		DD - A[1]	A[2]		Consult BSEE Servicing HR Office
e. SES (not to exceed 120 days).		DD - A[1]	A[2]		Consult BSEE Servicing HR Office
f. SES (beyond 120 days).	ERB[5] - A	DD - C			Consult BSEE Servicing HR Office
g. Schedule C (beyond 120 days).	AS/PMB[6]- A	DD - C			Consult BSEE Servicing HR Office
A - Approve C - Concur P - Propose					
[1]Deputy Director approves Directorate					
[2]BSEE Associate Director for Administration approves all offices except the Director/Deputy Director staff					
[3]Assistant Secretary - Land and Minerals Management [4]Office of the Secretary [5]Executive Resources Board [6]Assistant Secretary - Policy, Management and Budget					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
5. Emergency 1-month temporary limited appointments for special needs.				A	Consult BSEE Servicing HR Office
6. Emergency indefinite appointments in a national emergency.		DD - A[1]	A[2]		Consult BSEE Servicing HR Office
7. Appointments for up to 60 days as an exception to statutory nepotism restriction in an emergency.		DD - A[1]	A[2]		Consult BSEE Servicing HR Office
8. Appointment of experts and consultants.	AS/PMB[3] - A	DD - C			Consult BSEE Servicing HR Office
9. Authority to act finally with respect to approving and modifying Intergovernmental Personnel Act (IPA) agreements.					
a. SES	DAS/HCD[4]-A	DD - C			Consult BSEE Chief, HR Division
b. All others		DD - A[1]	A[2]		Consult BSEE Chief, HR Division; BSEE Servicing HR Office will send IPA copy to BSEE Chief, HR Division.
10. Modification of OPM qualifications standards for internal placement actions.				A	Consult BSEE Servicing HR Office
A - Approve C - Concur					
[1]Deputy Director approves Directorate [2] BSEE Associate Director for Administration approves all offices except the Director/Deputy Director staff					
[3]Assistant Secretary - Policy, Management and Budget [4]Deputy Assistant Secretary – Human Capital & Diversity					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
11. Position descriptions:					
a. Authority to certify that the position description is complete and accurate and that the position is necessary to carry out functions assigned. (Program official approval block 20a of OF-8).					
(1) All positions except Schedule C.					First level supervisor - A
(2) Schedule C positions.					Certification by Presidential appointee or noncareer SES
b. Authority to certify that the position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by OPM.					
Classification certification by personnel (block 21 of OF-8).					
(1) SES	OHR[1] - A	DD - C			
(2) Classification Act Positions (regardless of grade and all positions at Headquarters or the Field).					BSEE Servicing HR Office - A
(3) Classification Act Positions (regardless of grade--except Schedule C) in the Field.					BSEE Servicing HR Office - A
A - Approve C - Concur					
[1]Director, Office of Human Resources (DOI)					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
12. Authority to sign the Notification of Personnel Action (SF-50).					
a. Actions affecting SES employees.					BSEE Chief, HR Division - A
b. Actions affecting GS/GM-15 employees and below.					BSEE Servicing HR Office - A
c. Actions resulting from reduction-in-force.					BSEE Servicing HR Office - A
13. Preclearance requirements for SES and Schedule C positions.	AS/PMB[1] - A	DD - C			
14. Authority to approve a recruitment incentive (not to exceed 25 percent of the base pay of the position).					
a. SES, Senior Level, and Scientific and Professional positions.	ERB[2] - A	DD - C			
b. All other positions.		DD - A			BSEE Servicing HR Office - C
15. Authority to pay a relocation incentive.					
a. SES, Senior Level, and Scientific and Technical positions.	ERB[2] - A	DD - C			
b. All other positions.		DD - A			BSEE Servicing HR Office - C
16. Authority to approve a retention incentive (not to exceed 25 percent of current basic pay).					
a. SES, Senior Level (SL), and Scientific and Technical (ST) positions.	ERB[2] - A	DD - C			
b. All other positions.		DD - A			BSEE Servicing HR Office - C
A - Approve C - Concur					
[1]Assistant Secretary - Policy, Management and Budget [2]Executive Resources Board					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
17. Authority to approve a student loan repayment benefit for recruitment or retention purposes.		DD - A[1]		A	Consult BSEE Servicing HR Office
18. Retained grade/pay (e.g., for involuntary downgrade or voluntary acceptance of lower grade).		DD - A[1]		A	
19. Authority to approve a supervisory differential.		DD - A[1]		A	Consult BSEE Servicing HR Office
20. Authority to approve temporary limited appointments for 1 year. May be extended 1 year.				A	Consult BSEE Servicing HR Office
21. Authority to approve term appointments.					
a. Appointments not to exceed 4 years.		DD - A[1]		A	Consult BSEE Servicing HR Office
b. Extensions (no authority to extend beyond 4 years).		DD - A[1]		A	Consult BSEE Servicing HR Office
22. Authority to approve term promotions.					
a. Promotions not to exceed 5 years (more than 120 days must be competed).		DD - A[1]		A	Consult BSEE Servicing HR Office
b. Extensions beyond 5 years.	OHR[2] - C				OPM approves through the Director of Personnel
A - Approve C - Concur					
[1]Approval level for all positions in the Directorate [2]Director, Office of Human Resources Policy (DOI)					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
23. Authority to pay for travel to and from preemployment interview.				A	Consult BSEE Servicing HR Office
24. Authority to waive time-in-grade requirements established by OPM.	AS/LM[1] - A OHR[2] - C				
25. Authority to hire private sector temporaries.				A	Consult BSEE Acquisition Management Office/BSEE Servicing HR Office
26. Authority to issue Interest Memorandum.					First level supervisor. Consult BSEE Servicing HR Office
B. HOURS OF DUTY					
1. Alternative work schedules.					
a. Authority to approve an alternative work schedule program Bureauwide.		DD - A			Consult BSEE Servicing HR Office
b. Implementation of an alternative work schedule (establishing work schedule and core hours) programwide after approval under B.1.a. above.		DD - A[3]		A	Consult BSEE Servicing HR Office
A - Approve C - Concur					

[1]Assistant Secretary - Land and Minerals Management [2]Director, Office of Human Resources Policy (DOI) [3]Approval level for all positions in the Directorate

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
B. HOURS OF DUTY (Continued)					
2. Authority to approve exceptions to established work schedule Programwide.		DD - A[1]		A	Consult BSEE Servicing HR Office
3. Authority to approve individual employee request for nonstandard work schedules.		DD - A[1]		A	BSEE Chief, HR Division - C
4. Authority to approve employees to telework.		DD - A[1]		A	
C. PAY/OVERTIME					
1. Authority to preapprove overtime work of 20 hours or less in any calendar week whether compensated by pay or compensatory time off.		DD - A[1]		A[2]	Regional Supervisors - A Chief, Program Services, AOCS - A
2. Authority to approve overtime work in excess of 20 hours in any calendar week whether compensated by pay or compensatory time off.		DD - A[1]		A	
3. Authority to approve overtime pay and compensatory time for nonemergency situations for GS/GM-14/15 employees and for any employees regardless of grade level starting at 600 hrs. in a calendar year.		DD - A	C		
A - Approve C - Concur					
[1]Approval level for all positions in the Directorate					
[2]May be approved by first level supervisor in an emergency as specified by the Division Chief, Regional Supervisor, or higher.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
C. PAY/OVERTIME (Continued)					
4. Authority to approve compensatory time off for official travel when such time is not otherwise compensable.		DD - A[1]		A	
5. Authority to approve credit hours.					
DIRECTORATE				A	
PROGRAM OFFICES				A	
6. Hazardous duty pay for OCS Regions.				A	Consult BSEE Servicing HR Office
D. ATTENDANCE AND LEAVE					
1. Authority to approve annual leave.					
a. Up to 15 consecutive working days.					Consult BSEE Servicing HR Office/ First level supervisor - A
b. Over 15 consecutive working days.					First level supervisor - P/ Second level supervisor - A
c. Advanced annual leave.					First level supervisor - P/ Second level supervisor - A
A - Approve C - Concur P - Proposed					
[1]Approval level for all positions in the Directorate					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
D. ATTENDANCE AND LEAVE (Continued)					
2. Authority to approve absence of up to 1 hour without charge to annual/sick leave.					First level supervisor - A
3. Authority to approve excused absences for groups of employees when normal operations are interrupted by events or emergencies beyond the control of the office or employees, i.e., extreme weather conditions, serious interruption to public transportation, disasters (fire, flood, or power failure) or any other condition which prevents employees from working or reporting to work.					
a. 50 or more employees					
Offices within Washington, DC	AS/PMB[1]-C	DD - A			
Offices in the Washington Metropolitan Area (outside the Capital Beltway)			A		
Field Offices				Regional Dirs. - A	
b. 49 or less employees					
Offices within Washington, DC			A		
Offices in the Washington Metropolitan Area (outside the Capital Beltway)			A		
Field Offices				Regional Dirs. - A	
4. Authority to approve Leave Without Pay.					
a. For no more than 1 day per request AND for not more than 40 hours cumulative in a leave year.					First level supervisor - A
A - Approve C - Concur					
[1]Assistant Secretary - Policy, Management and Budget					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
D. ATTENDANCE AND LEAVE (Continued)					
4. Authority to approve Leave Without Pay (Continued).					
b. Up to 30 calendar days for any justifiable reason.					Second level supervisor - A
c. Up to 3 months for employee relocations.					Second level supervisor - A
d. Up to 6 months for service with a non-Federal, public, or quasi-public organization.					Second level supervisor - A
e. Pregnancy, maternity, or adoption; for care of family during a serious health condition.[1] (Based on Family Medical Leave Act [FMLA]; only 12 weeks allowed in a 12-month period.)					First level supervisor must be notified. No approval necessary to invoke FMLA.
f. Extensions up to 1 year for 4d.		DD - A[2]		A[3]	
g. After 6 months and up to 1 year for illness or disability; education purposes; employee elected or appointed to a union office.		DD - A[2]		A[3]	
h. Extensions over 1 year.		DD - A			
5. Authority to determine who may become a leave recipient under the "Leave Transfer" program.					BSEE Chief, HR Division - A
6. Authority to approve sick leave.					
a. Initial request.					First level supervisor - A
b. Advanced sick leave.		DD - A[2]			Second level supervisor - A
7. Authority to approve time off up to 120 days based on the Family and Medical Leave Act of 1993.					First level supervisor - A
8. Authority to approve restored leave.		DD - A			
A - Approve					

[1]As defined in Bureau Manual 370.630 [2]Approval level for all positions in the Directorate [3]Program and Division Chiefs and Regional Directors approve

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
D. ATTENDANCE AND LEAVE (Continued)					
9. Authority to grant administrative leave for employees to move duty stations.					First level supervisor - A
10. Tour renewal/turnaround trips for Alaska employees. (This includes approvals for eligibility, delays, and advances for turnaround trips.)				A	
E. EMPLOYEE RELATIONS[1]					
1. Authority to propose and decide reduction-in-grade or removal actions based on unsatisfactory performance.					
DIRECTORATE					
Director's Staff					Deputy Dir. proposes, Director decides. If Director proposes, AS/LM[2] decides.
Staff Offices					Office Chief proposes; Deputy Director decides.
PROGRAM OFFICES					
Headquarters					Branch Chief or higher proposes; official one level above decides. If Program/Div. Chief proposes, Deputy Director decides.
OCS Regions					GS-13 supervisor or higher proposes, official one level above decides. If RD proposes, Deputy Director decides.
A - Approve					

[1]Program managers/supervisors must consult with the BSEE Servicing HR Office before initiating any action under the Employee Relations delegations of authority.

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS[1] (Continued)					
2. Authority to propose and decide disciplinary actions from letters of warning to suspensions for 14 days or less for disciplinary reasons.					
a. Letters of warning or reprimand.					First level supervisor issues.
b. Suspensions of 14 days or less.					First level supervisor proposes; one level above proposing official decides. If Program/Division Chief propose, Deputy Director decides.
3. Authority to propose and decide to furlough employees for 30 days or less.					Deputy Director proposes; Director decides.
4. Authority to propose and decide adverse actions not based on unacceptable performance including removal, suspensions for more than 14 days, reduction in grade, and reduction in pay.					
DIRECTORATE					
Director's Staff					Deputy Director proposes; Director decides.
Staff Offices					Office Chief proposes; Deputy Director decides.
[1]Program managers/supervisors must consult with the BSEE Servicing HR Office before initiating any action under the Employee Relations delegations of authority.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS[1] (Continued)					
4. Authority to propose and decide adverse actions not based on unacceptable performance including removal, suspensions for more than 14 days, reduction in grade, and reduction in pay (Continued).					
PROGRAM OFFICES					
Headquarters					Branch Chief or higher proposes; official one level above decides. If Program/Div. Chief proposes, Deputy Director decides.
OCS Regions					GS-13 supervisor or higher proposes, official one level above decides. If RD proposes, Deputy Director decides.
5. Authority to decide the non-selection of applicants or removal of appointees, and contract employees based on an unfavorable personnel background investigation under the provisions of 5 CFR 731.			A		Personnel Security Officer proposes.
6. Authority to decide the removal of employees based on an unfavorable personnel background investigation under the provisions of 5 CFR 752.			A		Personnel Security Officer proposes.
7. Authority to decide the removal of employees for reasons other than listed above and not covered by the provisions of 5 CFR 752.					
a. Schedule C employees.		DD - A			
b. Employees with appointments made with advice and consent of Senate.		DD - A			
c. Presidential annuitants.		DD - A			
d. Reemployed annuitants.				A	Regional Supervisors - A
A - Approve					

[1]Program managers/supervisors must consult with the BSEE Servicing HR Office before initiating any action under the Employee Relations delegations of authority.

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS[1] (Continued)					
8. Authority to propose and decide separation of an employee prior to the expiration of the probationary period.					
a. For conduct or performance after appointment.					First level supervisor - A
b. For reasons occurring prior to employment but previously unknown.					First level supervisor - proposes; official one level above decides.
9. Authority to decide informal and formal administrative grievances.					
a. Informal grievance.					First level supervisor
b. Formal grievance.					Submit written grievance to the BSEE Servicing HR Office for referral to the appropriate deciding official (normally one administrative level above the official deciding informal grievance, except no lower than as provided below).
DIRECTORATE					
Director's Staff		DD - A			
Staff Offices		DD - A			
A - Approve					
[1]Program managers/supervisors must consult with the BSEE Servicing HR Office before initiating any action under the Employee Relations delegations of authority.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS[1] (Continued)					
9. Authority to decide informal and formal administrative grievances. (Cont.)					
b. Formal grievance. (Cont.)					Submit written grievance to the BSEE Servicing HR Office for referral to the appropriate deciding official (normally one administrative level above the official deciding informal grievance, except no lower than as provided below).
PROGRAM OFFICES					
Headquarters				A	If Program/Division Chief decides informal grievance, Deputy Director decides formal grievance.
OCS Regions					Regional Supervisor decides. If formal grievance is against Regional Supervisor, the next level up decides (second level supervisors).
10. Agreements resulting from a complaint resolution (i.e., EEO complaints, court orders, etc.).					Consult BSEE Servicing HR Office
11. Authority to appraise performance and to determine whether an employee's work is of an acceptable level of competence based on the employee's performance during the waiting period since the employee's last rate increase.					
a. Annual appraisal; and level of competence determination.					First level supervisor rates; second level must review ratings of Exceptional, Minimally Successful, and Unsatisfactory.
A - Approve					

[1]Program managers/supervisors must consult with the BSEE Servicing HR Office before initiating any action under the Employee Relations delegations of authority.

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS[1] (Continued)					
11. Authority to appraise performance and to determine whether an employee's work is of an acceptable level of competence based on the employee's performance during the waiting period since the employee's last rate increase (Continued).					
b. Negative determination letter.					Second level supervisor issues (negative determination is based on Minimally Successful or Unsatisfactory rating requiring second level review). Consult BSEE Servicing HR Office.
c. Reconsideration of negative determination.					Normally one level above the reviewing official for the employee's performance rating. Consult BSEE Servicing HR Office.
DIRECTORATE					
Director's Staff		DD - A			Director issues reconsideration decision (except when Director denies rate increase, then AS/LM[2] issues reconsideration decision).
Staff Offices					Deputy Director issues reconsideration decision.
PROGRAM OFFICES					
Headquarters				A	If Program/Division Chief issues negative determination, Deputy Director issues reconsideration decision.
OCS Regions					Regional Supervisors - A

A - Approve

[1]Program managers/supervisors must consult with the BSEE Servicing HR Office before initiating any action under the Employee Relations delegations of authority.

[2]Assistant Secretary - Land and Minerals Management

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS[1] (Continued)					
12. Authority to decide on employee's request for reconsideration of a performance rating.					
a. Informal reconsideration.					First level supervisor/rater
b. Formal reconsideration.					Submit written request to the BSEE Servicing HR Office for referral to the appropriate reconsideration official (normally one administrative level above the reviewer of the rating, but no higher than the Director).
13. Authority to sign for the Bureau on settlement agreements with the Merit Systems Protection Board.[2]			A		BSEE Chief, HR Div.- C (BSEE Chief, HR Div. reviews and concurs with final draft of agreement.)
14. Authority to approve/disapprove all involuntary separations resulting in optional or discontinued service retirement.			A		If a proposed separation is the result of action by the BSEE AD-Admin., Deputy Director - A
A - Approve C - Concur					
[1]Program managers/supervisors must consult with the BSEE Servicing HR Office before initiating any action under the Employee Relations delegations of authority.					
[2]Deciding official in the action being appealed signs, unless the aggregate monetary awards of back pay and associated items (e.g., monetary reimbursements for overtime, leave, awards, etc.) including attorney fees, exceeds $10,000 and/or contains compensatory damages. In such cases, the BSEE Associate Director for Administration signs.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
F. AWARDS					
1. Authority to approve cash awards and Quality Step Increases (QSI). (QSIs are subject to review by the BSEE Servicing HR Office and reviewing official).					
DIRECTORATE					
a. Performance rating-based cash awards.					
(1) Performance rating-based cash awards based on the percentage of employee's pay up to $5,000 (Exceptional [level 5 rating] requires reviewer approval).				A	
(2) Performance rating-based cash awards based on the percentage of employee's pay $5,001and above (Exceptional [level 5 rating] requires reviewer approval).		DD - A		P	
(3) Performance rating-based cash awards based on a specific dollar amount above $5,000.	AS/LM[1] - A	DD - C		P	
(4) QSI (QSIs are subject to review by the BSEE Servicing HR Office and reviewing official; Exceptional [level 5 rating] requires reviewer approval).				A	
b. Non-rating-based cash awards, e.g., STAR awards.					
(1) Cash awards up to $2,500				A	
(2) Cash awards $2,501 to $5,000.		DD - A			
(3) Cash awards of $5,001 and above.	AS/LM[1] - A	DD - C		P	
A - Approve C - Concur P - Propose					
[1]Assistant Secretary - Land and Minerals Management					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
F. AWARDS (Continued)					
1. Authority to approve cash awards and Quality Step Increases (QSI). (QSIs are subject to review by the BSEE Servicing HR Office and reviewing official). (Continued)					
PROGRAM OFFICES					
a. Performance rating-based cash awards.					
(1) Performance rating-based cash awards based on the percentage of employee's pay up to $5,000 (Exceptional [level 5 rating] requires reviewer approval).				A	
(2) Performance rating-based cash awards based on the percentage of employee's pay $5,001and above (Exceptional [level 5 rating] requires reviewer approval).		DD - A		P	
(3) Performance rating-based cash awards based on a specific dollar amount above $5,000.	AS/LM[1] - A	DD - C		P	
(4) QSI (QSIs are subject to review by the BSEE Servicing HR Office and reviewing official; Exceptional [level 5 rating] requires reviewer approval).				A	
b. Non-rating-based cash awards, e.g., STAR awards.					
(1) Cash awards up to $2,500.				A	Regional Supervisors - A
(2) Cash awards $2,501 to $3,500.				A	
(3) Cash awards $3,501 to $5,000.		A		P	
(4) Cash awards of $5,001 and above.	AS/LM[1] - A	DD - C		P	
A - Approve C - Concur P - Propose					
[1]Assistant Secretary - Land and Minerals Management					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
F. AWARDS (Continued)					
2. Authority to approve non-performance based cash awards of $5,001 and above.	AS/LM[1] - A	DD - C		P	BSEE Chief, HR Division - C
3. Group awards up to $10,000 with no individual award greater than $5,000.		D - A			
4. Group awards up to $10,000 with individual award amounts of $5,001 and above.	AS/LM[1] - A	D - C			
5. Group awards over $10,000.	OPM[2] - A	D - C			AS/LM[1] - C; Director of HR - C; AS/PMB[3]- C
6. Authority to approve honor awards.					
a. Entry-level honor awards.[4]		DD - A		P	BSEE Chief, HR Division - C
b. Mid-level and above honor awards.	AS/LM[1]	DD - C		P	BSEE Chief, HR Division - C
A - Approve C - Concur P - Propose					
[1]Assistant Secretary - Land and Minerals Management [2]Office of Personnel Management [3]Assistant Secretary - Policy, Management & Budget					
[4]Superior Service, Citizen's Awards for Exceptional Service, Citizen's Awards for Bravery, and Exemplary Act Awards.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
F. AWARDS (Continued)					
7. Authority to issue awards for length of service in the Federal Government.					
a. 10-Year Awards					
DIRECTORATE					
Director's Staff		DD - A			Deputy Director signs certificate
Staff Offices				A	Office Chief signs certificate
PROGRAM OFFICES					
Headquarters				A	
OCS Regions				A	
b. 20-Year Award				A	
c. 30-Year Award		DD - A			Deputy Director signs certificate and letter
d. 40-Year Award	Sec. - A[1]				Secretary signs certificate and letter
8. Authority to grant time off duty as an incentive award.					
a. Up to 1 work day					First level supervisor - A
b. In excess of 1 work day				A	Regional Supervisors - A Headquarters Staff Office Heads - A
A - Approve C - Concur					
[1]Office of the Secretary					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy Dir. (DD)	BSEE AD-Admin.	D/DD Office Chiefs; Prog. /Office Chiefs; Regional Directors	OTHERS
G. HUMAN RESOURCES SYSTEMS					
1. Request approval for access to Federal Personnel Payroll System (user ID and password) using NBC Computer Systems Access Request Form.					FPPS Data Custodian - C / Immediate Supervisor - A
2. Request approval for access using NBC Computer System Access					
a. SF-52s (requesting office) for all organizations					
Bureauwide access			C		FPPS Data Custodian - A
Programwide access			A		FPPS Data Custodian - C
Divisionwide (or equivalent) access				A	FPPS Data Custodian - C
Branchwide (or equivalent) access					Branch Chief (or equivalent) - A / FPPS Data Custodian - C
b. Employee Data (Datamart, BRIO, Query tool, Insight, FTP Reports, Quickview, QUICKTIME) for all organizations.					
Bureauwide access			C		FPPS Data Custodian - A
Programwide access			A		FPPS Data Custodian - C
Divisionwide (or equivalent) access				A	FPPS Data Custodian - C
Branchwide (or equivalent) access					Branch Chief (or equivalent) - A / FPPS Data Custodian - C
A - Approve C - Concur					