DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL

TRANSMITTAL SHEET

Version No. 001

SUBJECT: Delegation Series
Part 218: Special Redelgations
Chapter 1: Administrative Delegations of Authority - Handbook

EXPLANATION OF MATERIAL TRANSMITTED:

This is the initial release of Chapter 18, Personnel Security, to the Bureau of Ocean Energy Management (BOEM) Administrative Delegations of Authority Handbook. The authorities are delegated to the lowest appropriate level within the organization.

Walter D. Cruickshank
Deputy Director

FILING INSTRUCTIONS:

REMOVE:
Part Chapter Version

INSERT:
Part Chapter Version
218 1-H.18 001

OPR: Management Support Division, Office of Administration
## BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

### 1. BOEM - PERSONNEL SECURITY

<table>
<thead>
<tr>
<th>DOI</th>
<th>Director</th>
<th>Deputy Director</th>
<th>BSEE AD-Admin</th>
<th>BSEE Chief, MSD</th>
<th>OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. SUITABILITY DETERMINATIONS</td>
<td>SOL(^1) - C</td>
<td>A</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
</tbody>
</table>

1. Authority to make a favorable suitability determination, based on the results of a background investigation and the criteria found in 5 CFR 731.202, regarding applicants, appointees, employees, contractors, and all other classifications of individuals subject to background investigation as a condition of employment.

2. Authority to make a negative suitability determination, based on the results of a background investigation and the criteria found in 5 CFR 731.202, regarding applicants, appointees, employees, contractors, and all other classifications of individuals.

### B. SECURITY CLEARANCES

<table>
<thead>
<tr>
<th>DOI</th>
<th>Director</th>
<th>Deputy Director</th>
<th>BSEE AD-Admin</th>
<th>BSEE Chief, MSD</th>
<th>OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. SECURITY CLEARANCES</td>
<td>OLES(^1) - A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Authority to issue interim Secret Security Clearances to appointees and employees, based on adequate pre-investigative checks.

2. Authority to issue interim Top Secret Security Clearances to appointees and employees, based on adequate pre-investigative checks.

3. Authority to grant final security clearances based on appropriately scoped background investigations under the provisions of 5 U.S.C. 7532 and Executive Order 10450.

4. Authority for Administrative Withdrawal or Adjustment of Security Clearances.

A - Approve    C - Concur    P - Propose

\(^1\) DOI Office of Law Enforcement and Security

\(^2\) DOI Office of the Solicitor
# BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

## 1. BOEM - PERSONNEL SECURITY

<table>
<thead>
<tr>
<th>DOI</th>
<th>Director</th>
<th>Deputy Director</th>
<th>BSEE AD-Admin</th>
<th>BSEE Chief, MSD</th>
<th>OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>Personnel Security Officer - P</td>
</tr>
</tbody>
</table>

### B. SECURITY CLEARANCES (Continued)

5. Authority to make an unfavorable security clearance determination, based on the provisions of 5 U.S.C. 7532 and Executive Order 10450.*

6. Authority to suspend an employee without pay, to reassign an employee, or to temporarily detail an employee to a Low Risk, Non-Sensitive Position based on an unfavorable security clearance determination, acting under 5 U.S.C. 7532, Executive Order 10450, and other authorities available, until such time as a final determination is reached.

Personnel Security Officer - P

Human Resources Officer - C

---

A - Approve  C - Concur  P - Propose

2 DOI Office of the Solicitor

* (1) An unfavorable decision may be appealed to the Department's Personnel Security Appeals Board (PSAB).

(2) HR Officer is notified immediately following a denial or revocation to take appropriate action.