

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. 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		Bureau of Safety and Environmental Enforcement (BSEE) Chief, Human Resources (HR) Division - C
2. Appointment above the minimum rate (Superior Qualifications Appointment).					
a. Increases not exceeding 20 percent of pay.				A	Consult Servicing BSEE HR Office
b. Increases above 20 percent of pay.	AS/LM ³ - A	DD - C		P	Consult Servicing BSEE 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 Servicing BSEE HR Office
b. Outside DOI.				A	Consult Servicing BSEE HR Office
c. Extensions beyond 1 year of all details outside Bureau.				A	Consult Servicing BSEE HR Office
d. From excepted to competitive service (within DOI).		DD - A ¹	A ²		Consult Servicing BSEE HR Office
e. SES (not to exceed 120 days).		DD - A ¹	A ²		Consult Servicing BSEE HR Office
f. SES (beyond 120 days).	ERB ⁵ - A	DD - C			Consult Servicing BSEE HR Office
g. Schedule C (beyond 120 days).	AS/PMB ⁶ -A	DD - C			Consult Servicing BSEE HR Office
A - Approve C - Concur P - Propose					
¹ Deputy Director approves all Director/Dep. Dir. Offices 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
5. Emergency 1-month temporary limited appointments for special needs.				A	Consult Servicing BSEE HR Office
6. Emergency indefinite appointments in a national emergency.		DD - A ¹	A ²		Consult Servicing BSEE 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 Servicing BSEE HR Office
8. Appointment of experts and consultants.	AS/PMB ³ - A	DD - C			Consult Servicing BSEE 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; Servicing BSEE HR Office will send IPA copy to BSEE Chief, HR Benefits & Support Branch
10. Modification of OPM qualifications standards for internal placement actions.				A	Consult Servicing BSEE HR Office
A - Approve C - Concur					
¹ Deputy Director approves all Director/Dep. Dir. Offices 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. 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).					Servicing BSEE HR Office - A
(3) Classification Act Positions [regardless of grade (except Schedule C)] in the Field.					Servicing BSEE 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. 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.					
b. Actions affecting GS/GM-15 employees and below.					
c. Actions resulting from reduction-in-force.					
Servicing BSEE HR Office - A					
Servicing BSEE HR Office - A					
Servicing BSEE 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 equivalent positions.					
ERB ² - A DD - C					
b. All other positions.					
DD - A					
Servicing BSEE HR Office - C					
15. Authority to pay a relocation incentive.					
a. SES, Senior Level, and equivalent positions.					
ERB ² - A DD - C					
b. All other positions.					
DD - A					
Servicing BSEE HR Office - C					
16. Authority to approve a retention incentive (not to exceed 25 percent of current basic pay).					
a. SES, Senior Level, and equivalent positions.					
ERB ² - A DD - C					
b. All other positions.					
DD - A					
Servicing BSEE 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. 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	BSEE Chief, HR Division - C
18. Authority to grant exception to use of Highest Previous Rate rule when setting pay.					BSEE Chief, HR Division - A
19. Retained grade/pay (e.g., for involuntary downgrade or voluntary acceptance of lower grade).		DD - A ¹		A	Consult Servicing BSEE HR Office
20. Authority to approve a supervisory differential.		DD - A ¹		A	Consult Servicing BSEE HR Office
21. Authority to approve temporary limited appointments for 1 year. May be extended 1 year.				A	Consult Servicing BSEE HR Office
22. Authority to approve term appointments.					
a. Appointments not to exceed 4 years.		DD - A ¹		A	Consult Servicing BSEE HR Office
b. Extensions (no authority to extend beyond 4 years).		DD - A ¹		A	Consult Servicing BSEE HR Office
23. Authority to approve term promotions.					
a. Promotions not to exceed 5 years (more than 120 days must be competed).		DD - A ¹		A	Consult Servicing BSEE HR Office
A - Approve C - Concur					
¹ Approval level for all positions in the Director/Dep. Dir. Offices					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
A. STAFFING AND CLASSIFICATION (Continued)					
23. Authority to approve term promotions (Continued).					
b. Extensions beyond 5 years.	OHR ¹ - C				OPM approves through the Director of Personnel
24. Authority to pay for travel to and from preemployment interview.				A	Consult Servicing BSEE HR Office
25. Authority to waive time-in-grade requirements established by OPM.	OHR ¹ - C AS/LM ² - A				
26. Authority to hire private sector temporaries.				A	Consult BSEE Acquisition Management Office/Servicing BSEE HR Office
27. Authority to issue Interest Memorandum.					First level supervisor. Consult Servicing BSEE HR Office
28. Authority to approve Service Computation Date adjustment as incentive for new employee.					Second Level Supervisor - A
B. HOURS OF DUTY					
1. Alternative work schedules.					
a. Authority to approve an alternative work schedule program Bureauwide.		DD - A			Consult Servicing BSEE HR Office
A - Approve C - Concur					

¹Director, Office of Human Resources Policy (DOI) ²Assistant Secretary - Land and Minerals Management

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
B. HOURS OF DUTY (Continued)					
1. Alternative work schedules (Continued).					
b. Implementation of an alternative work schedule (establishing work schedule and core hours) programwide after approval under B.1.a. above.		DD - A ¹		A	Consult Servicing BSEE HR Office
2. Authority to approve exceptions to established work schedule Programwide.		DD - A ¹		A	Consult Servicing BSEE HR Office
3. Authority to approve individual employee request for nonstandard work schedules.		DD - A ¹		A	BSEE Chief, HR Division - C
4. Telework.					
a. Authority to approve employees to telework under Flexiplace arrangements.					First level supervisor - A
b. Authority to terminate and/or deny employee telework agreements.					Second level supervisor - C First level supervisor - 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
A - Approve C - Concur					
¹ Approval level for all positions in the Director/Deputy Director Offices					
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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
C. PAY/OVERTIME (Continued)					
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 and compensatory time pay 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		
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.					First level supervisor - A
6. Hazardous duty pay for OCS Regions.				A	Consult Servicing BSEE HR Office
D. ATTENDANCE AND LEAVE					
1. Authority to approve annual leave.					
a. Up to 15 consecutive working days.					First level supervisor - A
b. Over 15 consecutive working days.					First level supervisor - C Second level supervisor - A
c. Advanced annual leave.					First level supervisor - C Second level supervisor - A
A - Approve C - Concur					
¹ Approval level for all positions in the Director/Dep. Dir. Offices					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
D. ATTENDANCE AND LEAVE (Continued)					
2. Authority to approve absence of up to 1 hour without charge to 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				A	
b. 49 or less employees					
Offices within Washington, DC			A		
Offices in the Washington Metropolitan Area (outside the Capital Beltway)			A		
Field Offices				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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
D. ATTENDANCE AND LEAVE (Continued)					
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
b. Up to 30 calendar days for any justifiable reason.					First level supervisor - C Second level supervisor - A
c. Up to 3 months for employee relocations.					First level supervisor - C Second level supervisor - A
d. Up to 6 months for service with a non-Federal, public, or quasi-public organization.					First level supervisor - C Second level supervisor - A
e. Authority to approve leave without pay (employee may substitute annual or sick leave) for up to 120 days based on a serious health condition under the Family and Medical Leave Act of 1993.					Employee invokes. First level supervisor - A
f. Extensions up to 1 year for 4d.		DD - A ¹		A ²	
g. After 6 months and up to 1 year for illness or disability or education purposes.		DD - A ¹		A ²	
h. Extensions over 1 year.		DD - A			
i. Any amount of leave without pay for an employee designated as a Union Representative to perform Union representational activities.		DD - C		A	D/DD Office Chiefs and Regional Dir. have the bargaining level authority for employees assigned to their Respective Offices. DD concurrence is required for leave without pay exceeding one year.
A - Approve C - Concur					
¹ Approval level for all positions in the Director/Dep. Dir. Offices. ² Program/Division Chiefs and Regional Directors approve.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
D. ATTENDANCE AND LEAVE (Continued)					
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 ¹			First level supervisor - C Second level supervisor - A
7. Authority to approve restored leave.		DD - A			
8. Authority to grant up to 3 workdays of administrative leave for employees to move duty stations.				A	First level supervisor - C
9. Tour renewal/turnaround trips for Alaska employees. (This includes approvals for eligibility, delays, and advances for turnaround trips.)				A	
A - Approve C - Concur					
¹ Approval level for all positions in the Director/Dep. Dir. Offices.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
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 Director 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/Division Chief proposes, Deputy Director decides.
OCS Regions					GS-13 supervisor or higher proposes; official one level above decides. If Regional Dir. proposes, Deputy Director decides.
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 proposes, Deputy Director decides.
¹ Program managers/supervisors must consult with the Servicing BSEE 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS ¹ (Continued)					
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, which includes the authority to propose and decide the adverse action on employees based on an unfavorable personnel background investigation under the provisions of 5 CFR 752. ²					
DIRECTORATE					
Director's Staff					Deputy Director proposes; Director decides.
Staff Offices					Office Chief proposes; Deputy Director decides.
PROGRAM OFFICES					
Headquarters					Branch Chief or higher proposes; official one level above decides. If Program/Division Chief proposes, Deputy Director decides.
OCS Regions					GS-13 supervisor or higher proposes, official one level above decides. If Regional Dir. proposes, Deputy Director decides.
¹ Program managers/supervisors must consult with the Servicing BSEE HR Office before initiating any action under the Employee Relations delegations of authority.					
² BSEE's Personnel Security Officer notifies BSEE Chief, HR Division of derogatory information and unfavorable suitability decision. HR Office consults with management.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS ¹ (Continued)					
5. Authority to decide the non-selection of applicants or removal of appointees based on an unfavorable personnel background investigation under the provisions of 5 CFR 731. ²					
DIRECTORATE					
Director's Staff					Deputy Director proposes; Director 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 Reg. Dir. proposes, Deputy Director decides.
6. Authority to decide the removal of reemployed annuitants for reasons other than listed above and not covered by the provisions of 5 CFR 752.				A	Regional Supervisors - A
A - Approve					
¹ Program managers/supervisors must consult with the Servicing BSEE HR Office before initiating any action under the Employee Relations delegations of authority.					
² BSEE's Personnel Security Officer notifies BSEE Chief, HR Division of derogatory information and unfavorable suitability decision. HR Office consults with management.					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS ¹ (Continued)					
7. 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.
8. Authority to decide informal and formal administrative grievances.					
a. Informal grievance.					First level supervisor
b. Formal grievance.					Submit written grievance to the Servicing BSEE HR Office for referral to the appropriate deciding official (normally one administrative level above the official deciding the informal grievance, except no lower than as provided below).
DIRECTORATE					
Director's Staff		DD - A			
Staff Offices		DD - A			
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).
A - Approve					

¹Program managers/supervisors must consult with the Servicing BSEE 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS ¹ (Continued)					
9. Agreements resulting from a complaint resolution (i.e., EEO complaints, court orders, etc.).					Consult BSEE Servicing HR Office
10. 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 step increase.					
a. Annual appraisal; and level of competence determination.					First level supervisor rates, second level must review ratings of Exceptional, Minimally Successful, and Unsatisfactory.
b. Negative determination letter of acceptable level of competence and denial of step increase.					Normally first level supervisor issues. Consult BSEE Servicing HR Office.
11. 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 Servicing BSEE 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).

¹Program managers/supervisors must consult with the Servicing BSEE 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
E. EMPLOYEE RELATIONS ¹ (Continued)					
12. 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)
13. 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
F. AWARDS					
1. Authority to approve cash awards and Quality Step Increases (QSI). (QSIs are subject to review by the Servicing BSEE 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 \$5,001 and above (Exceptional [level 5 rating] requires reviewer approval).		DD - A		P	
A = Approve P = Propose					
¹ Program managers/supervisors must consult with the Servicing BSEE 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. 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 Servicing BSEE HR Office and reviewing official). (Continued)					
DIRECTORATE (Continued)					
a. Performance rating-based cash awards. (Continued)					
(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 Servicing BSEE 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. 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 Servicing BSEE 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 \$5,001 and 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 Servicing BSEE HR Office and reviewing official; Exceptional [level 5 rating] requires reviewer approval).				A	Regional Supervisors - 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.		DD - 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. 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			
6. Authority to approve honor awards.					
a. Entry-level honor awards. ³		DD - A		P	BSEE Chief, HR Division - C
b. Mid-level and above honor awards.	AS/LM ¹ - A	DD - C		P	BSEE Chief, HR Division - C
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
A - Approve C - Concur P - Propose					
¹ Assistant Secretary - Land and Minerals Management					
² Office of Personnel Management - A, via Assistant Secretary - Land and Minerals Management - C, Director of HR - C, and Assistant Secretary - PMB - C					
³ 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
F. AWARDS (Continued)					
7. Authority to issue awards for length of service in the Federal Government. (Continued)					
a. 10-Year Awards (Continued)					
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 ¹ - A				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
G. HUMAN RESOURCES SYSTEMS					
1. Request approval for access to the Federal Personnel Payroll System (FPPS) (user ID and password) using IBC Computer Systems Access Request Form.					FPPS Data Custodian - C Immediate Supervisor - 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 (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
G. HUMAN RESOURCES SYSTEMS (Continued)					
2. Request approval for access using IBC Computer System Access Request form for:					
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					FPPS Data Custodian - C Branch Chief (or equivalent) - A
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					FPPS Data Custodian - C Branch Chief (or equivalent) - A
H. LABOR RELATIONS ¹					
1. Conducting labor-management relations with organizations granted exclusive recognition.					BSEE Servicing HR Office
A - Approve C - Concur					
¹ Program managers and supervisor must consult with the BSEE HR Office on all matter pertaining to Labor Relations					

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

8. BOEM - HUMAN RESOURCES (Personnel)	DOI	Dir. (D)/ Deputy (DD)	BSEE AD- Admin	D/DD Office Chiefs; Prog. /Div. Chiefs; Regional Directors	OTHERS
H. LABOR RELATIONS ¹ (Continued)					
2. Bargaining Responsibilities and Authority on Labor Relations matters at the level of exclusive recognition.				A	Regional Director has the bargaining level responsibility and authority for their respective Regions.
a. Chief Negotiator for contract negotiations.	OHR ² - Labor Relations - A		A		BSEE Chief, HR Division recommends and consults with OHR ² - Labor Relations.
b. Negotiated Agreements and Supplemental Agreements.	Director OHR ² - A			A	Regional Directors have the bargaining level authority for Regional Offices. BSEE HR Division concurs.
A - Approve					
¹ Program managers and supervisor must consult with the BSEE HR Office on all matter pertaining to Labor Relations					
² Director, Office of Human Resources (DOI) (Agency Head Approval 5 USC 7114)					