

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT**

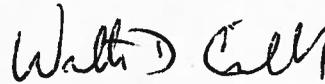
TRANSMITTAL SHEET

Version No. 1

SUBJECT: Organization Series
 Part 101: Organization Management
 Chapter 1: Organization Changes

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter contains the policy and procedures that govern organization changes in the Bureau of Ocean Energy Management.



Walter D. Cruickshank
Deputy Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
101	1	7	311

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version</u>
101	1	14	1

OPR: BSEE, Office of Administration, Management Support Division
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Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date:

Version No.: 001

Series: Administrative

Part 101: Organization Management

Chapter 1: Organization Changes

Originating Office: Bureau of Safety and Environmental Enforcement (BSEE), Office of Administration, Management Support Division (MSD)

1. **Purpose.** This manual chapter contains the policy and procedures that govern organization changes in the Bureau of Ocean Energy Management (BOEM).

2. **Objectives.**

A. To establish and maintain sound organizational structures in order to effectively manage functions and accomplish Departmental and BOEM mission goals and objectives.

B. To ensure that all BOEM organization changes comply with Departmental and Bureau policy.

3. **Authorities.**

A. Departmental Manual (DM) 101 DM 1-4

B. Office of Management and Budget Circular A-105

4. **Definitions.**

A. Organizational Change. An organizational change is any change in the established structure of an organizational component. This includes the establishment, abolishment, or change in the title of a component; transfer of significant functions from one component to another; or the revision of servicing areas or boundaries.

B. Bureau Reorganization. A Bureau reorganization is any proposed organizational change below the Division or equivalent level (Branches and below) and within the Regions (Regional Supervisors and below), with the exception of opening, closing, or relocating of any permanent field organization.

C. Departmental Reorganization. A Departmental reorganization is any proposed organizational change at the Division or equivalent level and above, whether final or interim, which changes the organization's description as published in 118 DM 1-4. This also includes any changes involving the opening, closing, or relocating of any permanent field organization.

5. **Responsibilities** (see Appendix 1 for Process Checklist).

A. BOEM managers are responsible for:

- (1) Consulting with MSD early in the planning stage when contemplating organizational changes.
- (2) Preparing and submitting the required documents in a reorganization package.

B. BSEE Chief, Human Resources Operations Branch - Gulf of Mexico OCS Region (HROB-GOMR) is responsible for reviewing and concurring with all proposed Bureau GOMR reorganizations.

C. MSD is responsible for:

- (1) Providing BOEM managers sound organizational guidance, i.e., position management issues, supervisory ratios, potential adverse personnel impacts, congressional interests, and any required union notification, etc.
- (2) Ensuring that Departmental and Bureau policies and requirements are met.
- (3) Facilitating the formal review of reorganization proposals with all affected Administration offices, Program offices, and Departmental offices, as required.
- (4) Obtaining all necessary concurrences and approvals.
- (5) Ensuring that all approved organizations are implemented.
- (6) Maintaining the approved original organization documents in the permanent files.

D. BSEE Associate Director for Administration (ADA) is responsible for concurring on all proposed BOEM Bureau and Departmental reorganizations.

E. BOEM Deputy Director is responsible for:

- (1) Approving all Bureau reorganizations below the Division or equivalent level, with the exception of opening, closing, or relocating of any permanent field organization. Form DI-228, Clearance Record is the official document used by the Deputy Director to approve all Bureau reorganizations.
- (2) Concurring on all proposed BOEM Departmental reorganizations at the Division or equivalent level and above by signing Form DI-228.

F. BOEM Director is responsible for concurring on all proposed BOEM Departmental reorganizations at the Division or equivalent level and above by signing both the Form DI-228 and the justification memorandum, and forwarding the proposed BOEM reorganization package to the Department for approval.

6. Procedures.

A. Bureau Reorganizations (below the Division or equivalent level).

(1) The following documents are required to be submitted to MSD in all Bureau reorganization packages:

(a) Form DI-228 must be completed by the responsible BOEM manager (see Appendix 2 for a sample Form DI-228).

(i) *A brief summary must be provided in Block 4 summarizing the pertinent changes from the current organization and the rationale for making the changes, e.g., consistency with reengineering goals, cost/efficiency measures, new functions/positions, etc.*

(ii) The responsible BOEM manager(s) must sign in Block 6 of the Form DI-228.

(b) Staffing and Functions Plan. A Staffing and Functions Plan should be provided in *both hard copy and electronic file*. The staffing plan should include all positions in the proposed organization(s) down to the lowest level, i.e., Branches, Sections, teams, units, or equivalent field levels. The staffing plan should also include position titles, occupational series, and grades (career ladder) for all full-time/part-time positions and vacancies in each organization. *Staffing plans do not contain names of employees*. Functional statements should provide brief primary responsibilities for each organization down to the Branch or equivalent level. (See Appendix 3 for a sample Staffing and Functions Plan.)

(c) Organization Chart. Provide an organization chart in *both hard copy and electronic file (using PowerPoint software)* showing the relationship of the components down to the Branch/equivalent field-level or below. *Organization charts do not contain names of employees*. (See Appendix 4 for a sample organization chart.)

(d) Employee Crosswalk. Provide a crosswalk in *both hard copy and electronic file* that shows where each employee will be reassigned within the new organization according to the following headers: Name, Position Title, Series and Grade, Location, Current Org Code, New Org Code, and Comments. MSD is responsible for assigning new organization codes. (See Appendix 5 for a sample Employee Crosswalk.)

(e) Provisions for Automatic Succession. If a reorganization changes the names of any position or office title that is contained in an organization's current automatic succession listing, a revised listing will need to be submitted in *both hard copy and electronic file*.

(2) Office of Administration will process Bureau proposed reorganization packages (below the Division or equivalent level) as follows:

- (a) Chief, HROB–GOMR will review and concur with all proposed Bureau GOMR reorganizations by signing in Block 6 of Form DI-228.
- (b) MSD will conduct a thorough review of the proposed reorganization package. Any issues or questions will be resolved with the responsible BOEM manager(s).
- (c) Chief, MSD will sign in Block 6 of Form DI-228 concurring with the proposal.
- (d) ADA will concur with the reorganization proposal by signing in Block 6 of Form DI-228.
- (e) After ADA concurs, the proposed reorganization package will be forwarded to BOEM for signature and approval.
- (f) MSD will distribute copies of the approved reorganization to the Program Office and the Servicing Human Resources Office.
- (g) MSD will work with the respective Administration offices to implement the approved organization.

B. Departmental Reorganization Packages (at the Division or equivalent level and above and includes any changes involving the opening, closing, or relocating of any permanent field organization).

(1) The following documents are required to be submitted to Chief, MSD for all Departmental approved reorganization packages (see Appendix 6 for Process Checklist):

(a) Form DI-228. A Form DI-228 must be completed and signed in Block 6 by the responsible BOEM manager(s) (see Appendix 7 for a sample Form DI-228).

(b) DM Chapters. BOEM's DM Organization Chapters (118 DM 1-4) must be revised as necessary to reflect the new organization. The manual chapters need to be submitted to the Chief, MSD in *both hard copy and electronic file*. BOEM's DM Chapters can be accessed in the Department's Electronic Library of the Interior Policies at <http://elips.doi.gov/elips/browse.aspx?eHome.aspx&dbid=0> .

(c) Organization Chart. Provide an organization chart in *both hard copy and electronic file* showing the relationship of the component(s) down to the Division or equivalent level. Charts should be created in the PowerPoint software. (See Appendix 8 for a sample organization chart.)

(d) Transmittal Memorandum. The responsible BOEM manager will work with MSD to develop a formal transmittal memorandum that forwards the reorganization proposal from the Director, BOEM, through the Assistant Secretary for Land and Minerals Management (AS-LM), to the Assistant Secretary for Policy, Management and Budget for review and approval. The responsible manager is also required to provide a briefing paper for the Director and AS-LM.

(e) You may need to also provide to MSD the following:

(i) Staffing Matrix (see Appendix 9). MSD will advise on a case-by-case basis if a matrix is required to be submitted to the Department (see 101 DM 3).

(ii) Provisions for Automatic Succession. If a reorganization changes the office titles contained in an organization's current automatic succession listing, a revised listing will need to be submitted.

(2) Departmental reorganization packages will be processed as follows:

(a) Chief, MSD and ADA will review and concur on the reorganization proposal by signing in Block 6 on Form DI-228. The package will be forwarded to BOEM for surnaming. The Director signs in Block 6 on Form DI-228 and the memorandum transmitting the required documents to the Department for review and approval.

(b) After the Department approves the reorganization, MSD will provide copies of the final documents to the Program office and to the Servicing Human Resources Office. The approved official organization documents will be maintained in MSD permanent files.

(3) If the substructure below the Division level, i.e., Branch functions or titles, etc., requires changes, the responsible BOEM manager will need to submit to MSD a Bureau reorganization package for the approval of the BOEM Deputy Director (see 6. A. above for Procedures for Bureau reorganizations).

BUREAU REORGANIZATION PROCESS CHECKLIST

Responsible Official
RM: Contacts MSD to informally discuss a range of administrative considerations.
RM: Provides opportunity, as appropriate, for affected office review and comments.
RM: Works with MSD/SHRO to ensure appropriateness and minimum administrative and human resources impact.
<p>RM: Develops final proposal for Bureau approved reorganizations and transmits a signed Form DI-228 Clearance Record, along with the following required documents in <i>hard copy and electronic form</i> to MSD:</p> <ul style="list-style-type: none"> • Staffing and Functions Plans (described to Branch/field equivalent level or below) • Organization Chart(s) • Employee Crosswalk • Automatic Succession List, if necessary
HROB-GOMR: Reviews and concurs with all proposed Bureau reorganizations in GOMR before proposal is forwarded to MSD by signing in Block 6 of Form DI-228.
<p>MSD: Conducts a thorough review of the reorganization package and resolves any concerns or issues with the RM. The Chief, MSD concurs with the reorganization by signing in Block 6 of Form DI-228.</p> <p>ADA: Concurs with the reorganization by signing in Block 6 of Form DI-228.</p>
DD: Signs Form DI-228 approving the Bureau reorganization. The approved original package is returned to MSD for processing, implementation, and filing.

ADA = BSEE’s Associate Director for Administration

DD = BOEM’s Deputy Director

HROB–GOMR = BSEE’s Chief, Human Resources Operations Branch—GOMR

MSD = BSEE’s Management Support Division

RM = BOEM’s Responsible Manager

SHRO = BSEE’s Servicing Human Resources Office

[SAMPLE]

Print Form

CLEARANCE RECORD <small>(SEE INSTRUCTIONS ON REVERSE)</small>		1. TYPE OF DOCUMENT BOEM Reorganization	2. IDENTIFICATION NUMBER (IF ANY) CATS No.		
3. SUBJECT/TITLE Reorganization proposal in the [Program/Office/Division]					
4. SUMMARY OF DOCUMENT CONTENTS (if a revision, given rationale for change) This reorganization... [briefly state purpose of reorg and provide rationale for making the change(s)].					
5. ORIGINATOR					
ORGANIZATION [Program/Office/Division]		NAME AND TITLE [Name] Chief, [Program/Office/Division]	TELEPHONE NUMBER +1 (000) 000-0000	DATE 00/00/0000	
6. CLEARANCES					
ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	SIGNATURE	DATE	INTERNAL CLEARANCE	
				SURNAME	DATE
[Mail Stop]	[Name first-level supervisor] [Title]				
[Mail Stop]	[Name second-level supervisor if needed] [Title]				
GE 535	[Name] BSEE Chief, HR Operations Branch - GOMR* (* For GOMR Bureau reorgs only.)				
HE 2127	[Name] BSEE Chief, Management Support Division				
DM 5238	[Name] BSEE, Associate Director for Administration				
DM 5238	[Name] Program Coordination				
DM 5238	[Name] Chief, Budget & Program Coordination				
DM 5238	[Name] Correspondence Unit				
DM 5238	[Name] Chief of Staff				
DM 5238	[Name] Deputy Director				
7. SIGNATURE INFORMATION					
➡ NOTE: INDICATE BY STAMP THE NAME OF SIGNING OFFICIAL AND DATE SIGNED. ➡		SIGNED BY	DATE SIGNED		
8. FOR USE OF FINAL ACTION OFFICE					
AFTER SIGNATURE RETURN TO BSEE Management Support Division HE-2127			ISSUANCE NUMBER ASSIGNED		

FORM DI-228 (Rev. 12-79) This form was electronically produced by Elite Federal Forms, Inc.

[SAMPLE]

STAFFING AND FUNCTIONS PLAN

Bureau of Ocean Energy Management	
_____ [Program/Office/Division]	
FTE: 3	Org Code: _____

Staffing Plan:

Chief, _____ [Program/Office/Division]	GS-____-15
Program Analyst	GS-0343-14
Secretary	GS-0318-07

Functions:

- Program/Office/Division Chief serves as the
- Provides overall management and leadership of all
- Oversees....

_____ [Branch/Office/Section]	
FTE: 5	Org Code: _____

Staffing Plan:

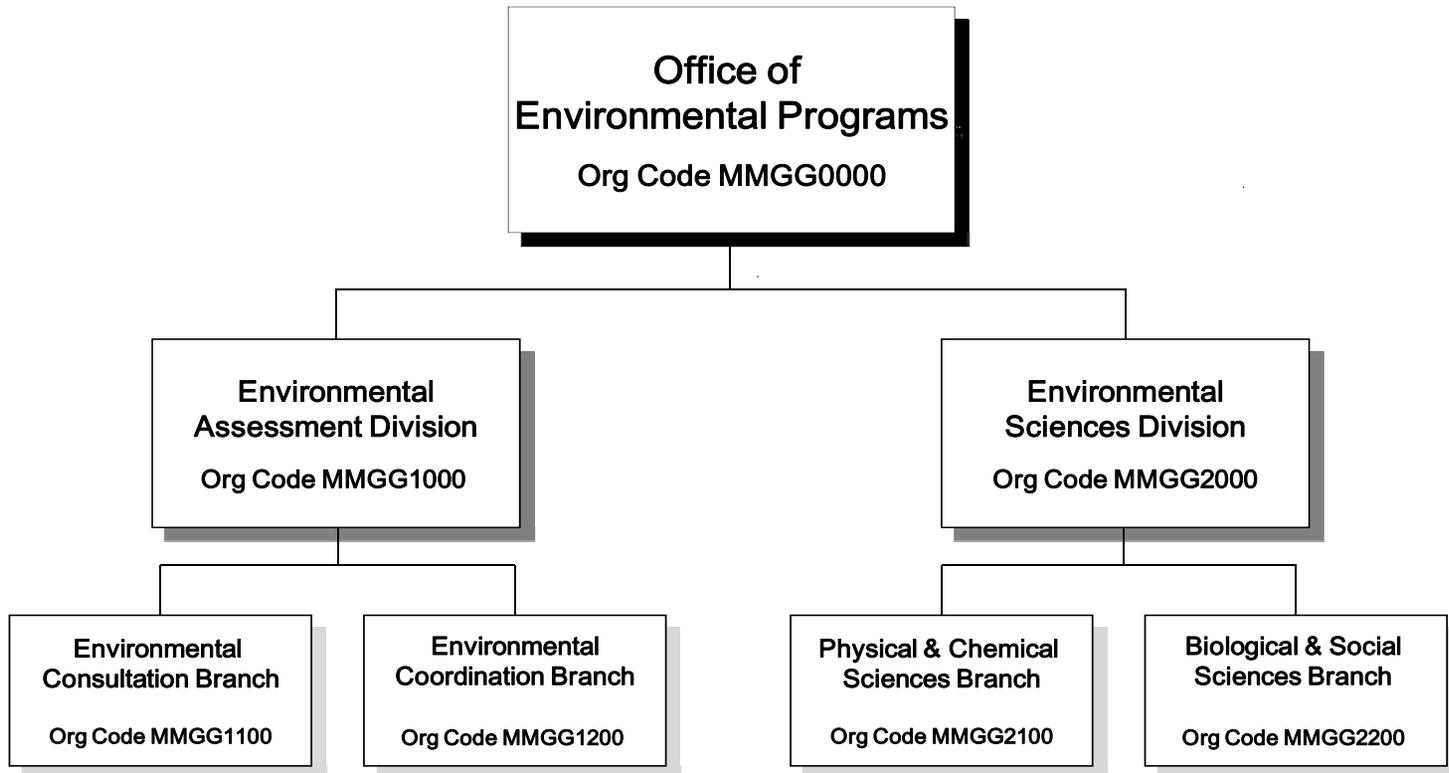
Chief, _____ [Branch/Office/Section]	GS-1102-14
Economist	GS-0110-13
2 Statisticians	GS-1530-12
Management Analyst	GS-0343-07/09/11

Functions:

- Manages
- Implements....
- Develops and executes

[SAMPLE]

Bureau of Ocean Energy Management OFFICE OF ENVIRONMENTAL PROGRAMS



[SAMPLE]

_____ [PROGRAM/OFFICE/DIVISION] CROSSWALK OF EMPLOYEES

Name	Position Title	Series & Grade	Location	Current Org Code	New Org Code	Comments

DEPARTMENTAL APPROVED ORGANIZATION PROCESS CHECKLIST

Responsible Official
RM: Contacts the MSD to informally discuss a range of administrative considerations.
RM: Works with MSD/SHRO to ensure appropriateness and minimum administrative/human resources impact.
<p>RM: Develops final proposal for Departmental approved reorganization and transmits a signed DI-228, Clearance Record along with the following required documents in <i>hard copy and electronic form</i> to MSD:</p> <ul style="list-style-type: none"> • Transmittal memorandum to the Department • Organization Chart(s) • DM Chapter(s) • Staffing Matrix (see Appendix 5), if necessary • Automatic Succession List, if necessary <p>MSD: Finalizes transmittal memorandum to the Department for Director’s signature with required documents.</p>
DIR: Signs Form DI-228 and memorandum transmitting the required documents to the Department.
MSD: Maintains contact with Department staff and provides additional information as requested.
DOI: After appropriate review and notification, the Department approves the organization proposal affecting 118 DMs and/or opening, closing, or relocating of any permanent field organization.
MSD: Provides copies of the approved Departmental reorganization package to the RM and to the SHRO for implementation.
RM: If organization changes are warranted below the Division level, the RM must submit required documents for a Bureau reorganization to MSD for concurrence (see Appendix 1).

ADA = BSEE Associate Director for Administration

DIR = BOEM Director

DOI = Department of the Interior

MSD = BSEE Management Support Division

RM = BOEM Responsible Manager

SHRO = BSEE Servicing Human Resources Office

[SAMPLE]

Print Form

CLEARANCE RECORD <small>(SEE INSTRUCTIONS ON REVERSE)</small>	1. TYPE OF DOCUMENT BOEM Reorganization	2. IDENTIFICATION NUMBER (IF ANY) CATS No.
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3. SUBJECT/TITLE
Reorganization proposal in the Bureau of Ocean Energy Management.

4. SUMMARY OF DOCUMENT CONTENTS (if a revision, given rationale for change)
This reorganization... [briefly state purpose of reorg and provide rationale for making the change(s)].

5. ORIGINATOR			
ORGANIZATION	NAME AND TITLE	TELEPHONE NUMBER	DATE
[Program/Office/Division]	[Name] Chief, [Program/Office/Division]	+1 (000) 000-0000	00/00/0000

6. CLEARANCES					
ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	SIGNATURE	DATE	INTERNAL CLEARANCE	
				SURNAME	DATE
[Mail Stop]	[Name] [Program/Office/Division Chief]				
HE 2127	[Name] BSEE Chief, Management Support Division				
DE 5438	[Name] BSEE Acting, Associate Director for Administration				
DE 5438	[Name] Chief, Budget & Program Coordination				
DM 5238	[Name] Correspondence Unit				
DM 5238	[Name] Chief of Staff				
DM 5238	[Name] Deputy Director				
DM 5238	[Name] Director				
6626	[Name] Assistant Secretary - Land and Minerals Mgt.				
7328	Hazel Wilson Office of the Executive Secretariat				

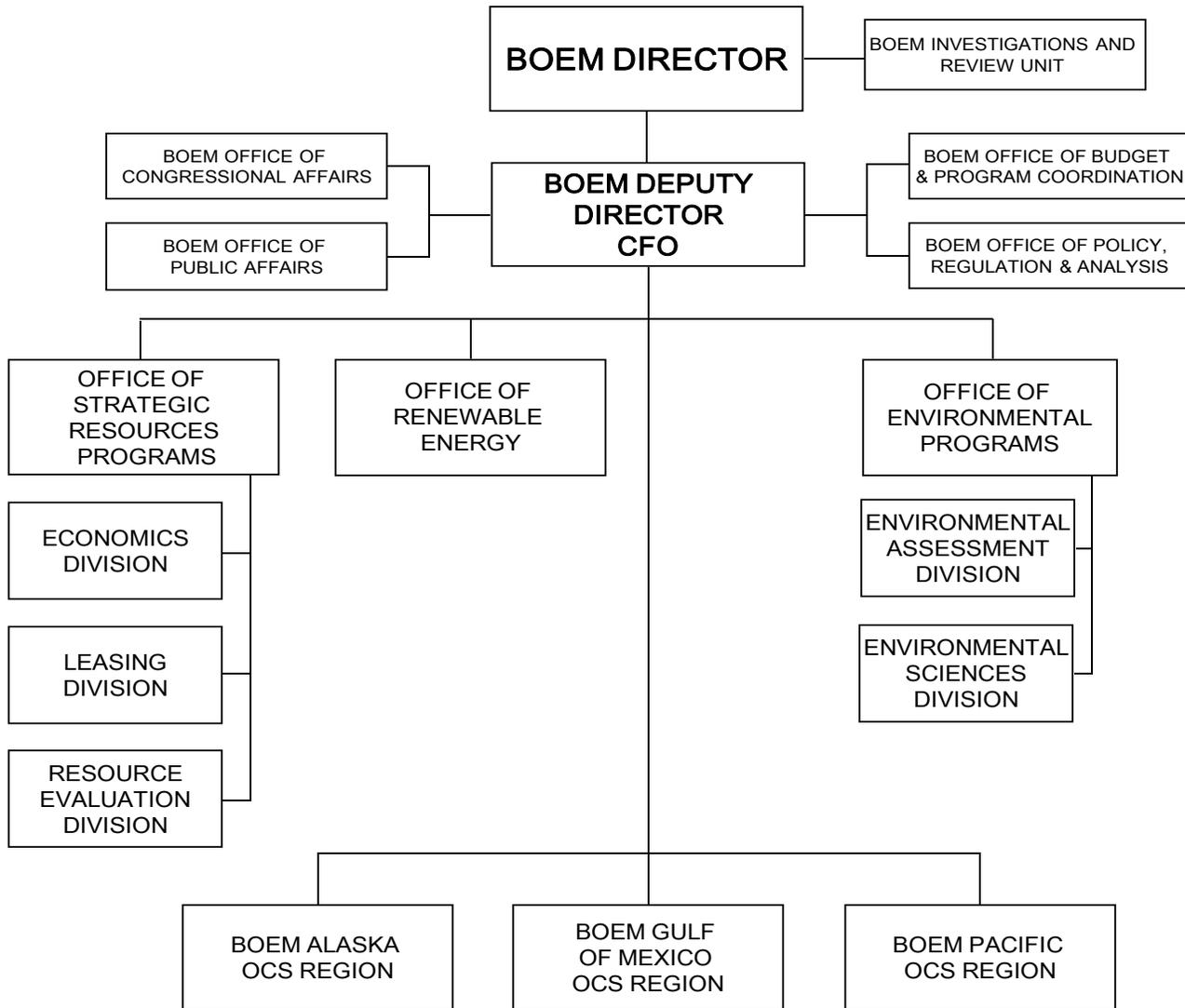
7. SIGNATURE INFORMATION		
➡ NOTE: INDICATE BY STAMP THE NAME OF SIGNING OFFICIAL AND DATE SIGNED.		DATE SIGNED
SIGNED BY		

8. FOR USE OF FINAL ACTION OFFICE	
AFTER SIGNATURE RETURN TO BSEE Management Support Division HE-2127	ISSUANCE NUMBER ASSIGNED

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[SAMPLE]

BUREAU OF OCEAN ENERGY MANAGEMENT (BOEM)



STAFFING MATRIX [SAMPLE]

Administrative Services

		PROPOSED ORGANIZATION						
Current Organization	Current Positions	Associate Director for Admin. Servs.	Personnel	Finance & Mgt. Services	Contracting and Property Mgmt. Div.	EEO	Positions to Units Outside Proposed Organization	Positions Eliminated
Assoc. Director, Administration	4	4						
Management Support Div.	10	3		6				1
EEO	4					4		
Personnel	10		10					
Budget	6			5	1			
Finance	8			8				
Org. & Methods	6	1		3	2			
Contracting & Prop. Mgmt.	9				7		1*	1
Subtotal	57	8	10	22	10	4	1	2
	New Positions		2		3			
	Total	8	12	22	13	4	59	

*For positions transferred outside of the proposed organization, use an asterisk beside the number and footnote the name of the receiving unit(s).
 Note: For each row, the sum of the numbers to the right of the "Current Positions" column (number in the "Proposed Organization" plus number "Transferred" and/or "Eliminated") should equal the number in the "Current Positions" column.