

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

Transmittal Sheet

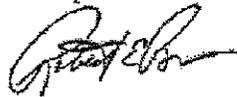
Version No. 001

September 23, 2011

SUBJECT: Delegation Series
Part 218 Special Redelegations
Chapter 1 Administrative Delegations of Authority—Handbook

EXPLANATION OF MATERIAL TRANSMITTED:

This Handbook contains the key Bureau of Ocean Energy Management administrative delegations of authorities. The authorities are delegated to the lowest appropriate levels within each of the organizations.



Robert E. Brown
Associate Director for Administration
and Budget

FILING INSTRUCTIONS:

REMOVE:

Part Chapter Version

INSERT:

Part Chapter Version
218.1-H Handbook 001

OPR: Management Support Division, Office of Administration

U.S. DEPARTMENT OF THE INTERIOR

Bureau of Ocean
Energy Management

HANDBOOK

ADMINISTRATIVE
DELEGATIONS
OF
AUTHORITY
(BOEMM 218.1-H)

September 23, 2011

FOREWORD

This handbook contains the key Bureau of Ocean Energy Management administrative delegations of authorities. The authorities are delegated to the lowest appropriate levels within each of the organizations.

Recommended changes or additions to this handbook should be submitted in writing to the Chief, Management Support Division in the Office of Administration.



Robert E. Brown
Associate Director for Administration
and Budget

Date: September 23, 2011

BUREAU OF OCEAN ENERGY MANAGEMENT

TABLE OF CONTENTS

	Page
1. Budgetary Action	
A. Estimate the Annual Bureau Budget and Submit to the Department	1
B. Recommend to the Department Proposed Amendments to Budget Requests and/or Supplementals to Appropriation Bills	1
C. Recommend to the Department Proposed Approval to Reprogram Appropriated Funds to Purposes Other than those for which the Appropriation was Justified	1
D. Recommend to the Department Proposed Changes to the Wording of Appropriation Language	1
E. Justify the Budget to the Department	1
F. Allocate Funds to Program Areas	1
2. Directives	
A. Basic Manual Chapters	1
B. Handbooks and Interim Policy Documents	1
C. Field Office Supplements	1
3. Ethics - Conflict of Interest	1
4. Federal Register Notices	
A. Authority to Approve Notices Published in the Federal Register	1
B. Notice of, and report on, Environmental Documents Prepared for Proposed Oil and Gas Operations	1
C. Authority to Approve Lease Sale	1
D. Authority to Approve 5-Year Documents	1
5. Finance	
A. Relocation	1 - 6
B. Travel	6 - 12
C. Debt Collection	13
D. Fitness Program	13
6. Forms - Approval of BOEM Forms	1
7. Freedom of Information Act Requests	
A. Releases	1
B. Denials or Disclosures of Exempt Material	1

Page

8. Human Resources (Personnel)	
A. Staffing and Classification	1 - 6
B. Hours of Duty	6 - 7
C. Pay/Overtime	7 - 8
D. Attendance and Leave	8 - 11
E. Employee Relations	11 - 17
F. Awards	18 - 21
G. Human Resources Systems	21 - 22
9. Information Management	
A. Charge Card Purchases	1
B. All Other IT Acquisitions	1 - 3
10. Memorandums of Understanding/Agreement	
A. Negotiate and Execute Unfunded MOU/MOA which is not Program-Specific or with Foreign Governments, Organizations, or Groups	1
B. Negotiate and Execute Program-Specific Unfunded MOU/MOA which is Consistent with their Respective Responsibilities and Authorities	1
11. Organization Changes	
A. Organization Changes Below the Division Level and within the Regions	1
B. Proposed Organization Changes at the Division Level or Equivalent and above, or Involving the Opening, Closing, or Relocating of any Permanent Field Organization	1
12. Privacy Act Requests	
A. Releases	1
B. Denials, Including Partial Denials	1
C. Appeals by Individuals on Denials	1
13. Procurement	
A. Purchase Limits for Purchase Card Procurements	1
B. Off-the-Shelf Training Procurements	1
C. Authority to Appoint Non-Procurement Personnel as Focal Points for Ordering Services from the Networx Universal and WITS3 National Capital Region Local Services Contracts	1
D. Purchases from Networx Universal and WITS3 National Capital Region Local Services Contracts	2
E. GPO Express Program Purchase Limits (FedEx Kinko's Contract)	2
F. Contracting Officer Certificate of Appointment (COA) and COA Termination	2
G. Contracting Officer Representative (COR) Appointments/Terminations	2

Page

13. Procurement (Continued)	
H. Waiver of COR Certification Requirements	2
I. Interagency Agreements	2
J. Ratification of Unauthorized Procurement Actions	3
K. Approval of Requirements for Other than Full and Open Competition	3
L. Multi-Year Contracting Determination (FAR 17.105-1(a))	3
14. Property	
A. Relief of Accountability for Missing, Damaged, Obsolete, or Unserviceable Property that is \$5,000 or Greater and Sensitive	1
B. Designates Officials Authorized to Issue DI-1934, Property Pass	1
C. Certifies Accuracy of Physical Inventories	1
D. Certifies Annual Inventory of Controlled Property	1
E. Designates Cognizant Employee of Accountable Property	1
F. Randomly Selects Property Inventory Lists for Reinventory and Recertification	1
G. Approval to Use Non-Government Property on a Government Site	1
H. Government Furnished Property	1
15. Safety Management	
A. Decision to Contract with Non-Federal Organizations for Safety Program Actions or Accident-Loss Investigations	1
B. Service Hazardous Waste Management Program Operational Budgets, Administration, and Programs	1
C. Awards	1
16. Security Management	
A. Authority to Issue Temporary Identification Cards (DI-2005)	1
17. Space Management	
A. Request for Space (SF-81)	1
B. Enter into Short-Term Lease Agreement (less than 1 year) for Space Under 2,500 Square Feet	1
C. Request for Alterations, Repairs, or Other Building Services to Space Exceeding \$500	1
D. Limited Emergency Repairs Not Exceeding \$500	1