

Department of the Interior Bureau of Ocean Energy Management Manual

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Series: Administrative

Part 381: Origination of Records and Information

Chapter 1: Directives Management

Originating Office: Office of Budget and Administration

BOEMM 381.1

1.1 **Purpose.** This chapter describes the Bureau of Ocean Energy Management (BOEM) Directives System, establishes responsibilities and procedures for issuing policies and procedures, and provides instructions and standards for preparing, approving, publishing, distributing, and maintaining BOEM directives. It applies to the development of new directives and the revision or cancelation of existing directives.

1.2 **Scope.** The requirements in this chapter apply to all BOEM employees responsible for developing, reviewing, and/or approving directives.

1.3 **Objectives.** The BOEM Directives System, also known as the BOEM Manual (BOEMM), is intended to provide:

A. Officials with an orderly channel of written communication through which to direct, control, and coordinate BOEM activities.

B. Employees with an authoritative source of BOEM policy and instructions for carrying out BOEM programs and operations.

1.4 **Authority.**

A. 011 Departmental Manual (DM) 1-5, The Departmental Manual.

B. 381 DM 1, Directives Management, and 381 DM 4, Departmental Directives System.

1.5 **Definitions.**

A. **Directive.** A controlled and formal written document communicating policy that initiates or governs actions and provides procedures for conducting BOEM activities. The BOEM Directives System is a component of the Departmental Directives System. Directives are systematically numbered and are made available to all employees. The BOEM Directives System is issued as the BOEM Manual and consists of manual chapters, handbooks, and interim policy

documents (IPDs). Other documents such as standard operating procedures, memorandums of understanding, memorandums of agreement, or guidance documents are not managed under this system.

(1) Manual Chapter. The primary means by which program and administrative policy, responsibilities, and procedures are issued to BOEM offices. Manual chapters contain essential policies and responsibilities and may contain procedural material.

(2) Handbook. A complement to a manual chapter used to issue detailed procedural or instructional material. Handbooks must comply and be consistent with the policy in manual chapters and may also be used to convey delegations of program authorities.

(3) Interim Policy Document. A temporary directive used to establish temporary policy, establish policy in advance of incorporation as a manual chapter or handbook, or to announce temporary procedural changes in either a manual chapter or a particular handbook. An IPD must include a cancellation paragraph, which may indicate a specific expiration date or that the IPD will remain in effect until incorporated into a manual chapter or handbook. An IPD with a specific expiration date may be renewed by the Directives Program Manager (DPM) with adequate justification. An IPD past its expiration date will be either replaced by a manual chapter or canceled.

B. Transmittal Sheet. The official approval and signature document that records the creation, update, or cancellation of a directive. It includes a brief summary of new policy or changes made to the directive, the date of approval, and the final approving official's electronic signature. A transmittal sheet is a separate document and is required for substantive revisions to manual chapters and handbooks. The date the transmittal sheet is signed is the effective date of the associated directive.

C. Surnaming. The act of reviewing and approving proposed changes. The surnaming official provides a program/office's concurrence of a proposed directive prior to the final approving official's signature. Surnaming officials are determined based on the proposed directive's effect on the surnaming official's program/office, their expertise on the directive's subject matter, or an administrative or legal requirement for their review. Surnaming officials will concur, concur with comment, or non-concur when applicable. Any comments or reasons for non-concurrence must be resolved prior to final approval.

D. Substantive Revisions. Substantive or major revisions are changes that make a fundamental difference to the nature, scope, quality, or control of existing policy, procedures, concepts, or processes. Substantive revisions require final approval and signature by the BOEM Deputy Director.

E. Non-substantive Revisions. Non-substantive revisions are editorial changes that do not have any effect on bureau policy, procedures, concepts, or processes. Non-substantive revisions may be approved by the DPM.

1.6 **Policy.** The BOEM Directives System is the primary means for communicating internal program and administrative policy, responsibilities, and procedures. Any directive issued will conform to the guidelines stated in this chapter and in the Preparing and Processing Directives Handbook (BOEMM 381.1-H). The BOEM Directives System will be used to convey information that does any of the following:

- A. Establishes bureau policy, responsibilities, or procedure.
- B. Delegates authority or assigns responsibility.
- C. Establishes or changes organizational structure.
- D. Revises or cancels another directive.
- E. Establishes continuing reporting requirements and report formats.

1.7 **Responsibilities.**

- A. Deputy Director. Approve and sign all substantive revisions to directives.
- B. Chief, Office of Budget and Administration.
 - (1) Administer and manage the BOEM Directives System.
 - (2) Ensure consistency with administrative and budgetary requirements, and associated DOI and OMB policies related to those directives.
 - (3) Appoint the DPM.
- C. Program/Office Chiefs and Regional Directors.
 - (1) Determine if additional or revised directives are needed for their organizations and support the preparation of technically accurate and adequate directives that conform to pertinent statutes, regulations, and policies.
 - (2) Appoint a Directives Liaison and an alternate for their organization to coordinate the directives management efforts within their organizational elements.
 - (3) Assign directives writers to prepare directives for their organization as needed.
 - (4) Ensure that directives sent to their respective organizations receive appropriate review.
 - (5) Ensure biennial revalidation of directives prepared by their organization.

(6) Support and promote the BOEM Directives System by encouraging employee awareness and compliance.

D. Office of Primary Responsibility. The office that writes a specific directive and is responsible for its development, content, and currency in accordance with the policy and procedures established in this chapter and the handbook. The OPR will:

(1) Write a directive that is complete, accurate, and does not conflict with or deviate from existing directives or other management controls.

(2) Coordinate with affected stakeholders and subject matter experts to incorporate their input, accept and respond to review comments, and resolve issues.

(3) Provide a briefing paper summarizing the directive, any changes from previous versions, and justification for publication.

(4) Proofread and correct the directive for conformance with formats specified in BOEMM 381.1-H and for spelling, punctuation, and grammatical considerations.

(5) Submit directives prepared by their organization to the DPM, through their DLT member, for coordination with appropriate reviewers and for review of bureau policy conformity and proper formatting.

(6) Assist the DPM in the surnaming of directives by appropriate officials and reconciling differences.

(7) Biennially review responsible directives for currency and accuracy, propose revisions as needed, and request cancellation when obsolete or no longer needed.

E. Directives Program Manager. Responsible for ensuring clearance, coordination, and control of BOEM directives. In the execution of assigned responsibilities, the DPM will:

(1) Implement the standards for directives prescribed by 381 DM 1.

(2) Provide advice, guidance, and instructions to officials responsible for the development, preparation, revision, and updating of BOEM directives.

(3) Ensure coordination with other management controls, for example, reports and forms.

(4) Implement the standards and procedures for issuing directives. This includes:

(a) Circulate proposed directives to BOEM officials to solicit comments, evaluations, and suggestions as deemed appropriate by the DPM.

- (b) Maintain a tracking tool for active and future directive proposals and updates.
- (c) Coordinate surnaming of directives by appropriate officials, respond to surnaming comments, and assist in reconciling differences and obtaining other concurrences or referring unresolved questions to a higher authority for decision.
- (d) Ensure proper formatting of final directive documents and routing for appropriate approval and signature.
- (5) Implement and maintain standard subject classification and numeric coding systems for directives.
- (6) Maintain the bureau master file of directives including manual chapters, handbooks, and IPDs, and maintain the archival copy of the BOEMM.
- (7) Approve and sign non-substantive revisions to directives.
- (8) Publish directives including BOEM manual chapters, handbooks, and IPDs on the Bureau website and maintain the comprehensive list of directives.
- (9) Notify Bureau personnel and leadership as appropriate when new or updated directives are published.
- (10) Ensure OPRs biennially review their directives for currency and accuracy and verify and maintain documentation of each review.
- (11) Continually evaluate the effectiveness of the Directives System.
- (12) Facilitate and provide support to Directives Liaisons.

F. Directives Liaison. Focal point for directives management activities within their respective organizational element. They will:

- (1) Assist the OPR and directive writers in planning, developing, and writing clear, concise directives.
- (2) Ensure consistency so that proposed directives do not conflict with or deviate from existing directives or other management controls.
- (3) Ensure that proposed directives are accurate by providing for the necessary coordination and clearances before the directive is submitted to the DPM.
- (4) Coordinate review of directives sent to their respective organizations and ensure timeliness of comments.

- (5) Assist the OPR in coordinating comment responses and reconciling differences in comments from reviewing officials.
- (6) Coordinate with the DPM to manage final review, comment resolution, and surnaming.
- (7) Ensure that their respective OPR biennially reviews its existing directives for their currency and accuracy.
- (8) Promote awareness of and use of the Directives System within their group.

G. Directives Writers. Identified by the OPR, Directives Liaison, and/or DPM. Writers are subject matter experts and the primary developers of directive content within their OPR. They will coordinate with their respective Directives Liaison, follow the procedures in BOEMM 381.1-H, and resolve issues as needed to write and complete directives.

H. Surnaming Officials. Identified by the OPR, Directives Liaison, and/or DPM. Reviewers are responsible for surnaming and will ensure that the directive as proposed is the most efficient and effective means of accomplishing the intent of the objectives of the directive, is consistent with and does not conflict with existing policy, adequately covers the subject matter, and is clearly and accurately written. Reviewers will provide any comments in the allotted time.

1.8 Procedures.

A. Manual chapters supplemented by a handbook must include reference to the handbook with details on the location of the handbook.

B. Any directive that could have an annual economic effect of \$100 million or more could be subject to the requirements of OMB Bulletin No. 07-02: Final Bulletin for Agency Good Guidance Practices.

C. Additional procedures to be followed for preparation, review, and approval of BOEM directives, formatting requirements, and coordination and surnaming procedures are contained in BOEMM 381.1-H, Preparing and Processing Directives Handbook, located on the BOEM Manual library website at <https://www.boem.gov/newsroom/library/boem-manual>.