

DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT

TRANSMITTAL SHEET

Version No. 004

Date: JUN 18 2015

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

EXPLANATION OF MATERIAL TRANSMITTED:

This updated Finance Chapter 5, Version 004 replaces Version 002, dated 01/02/2013 contained in the Bureau of Ocean Energy Management's Administrative Delegations of Authority Handbook. The authorities are delegated to the lowest appropriate levels within each of the organizations.



Walter Cruickshank
Deputy Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Version</u>
218	1-H.5	002

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Version</u>
218	1-H.5	004

OPR: BSEE Management Support Division, Office of Administration

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

S. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION				
1. Payment of travel and transportation allowances for traveling to first duty station at Government expense.				
DIRECTORATE Director's Staff Staff Offices		DD - A	A	
PROGRAM OFFICES				Division Chiefs/Regional Supervisors & above - A
2. Payment of travel, transportation, and other authorized relocation allowances incident to the transfer of an employee from one official duty station to another at Government expense.				
DIRECTORATE Director's Staff Staff Offices		DD - A	A	
PROGRAM OFFICES				Division Chiefs/Regional Supervisors & above - A
A = Approve				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)				
3. Extension of time, beyond initial 1 year authorized for completion of sale or purchase of residence or lease termination.				
DIRECTORATE				
Director's Staff				
Staff Offices				
PROGRAM OFFICES				
Headquarters				
OCS Regions				
4. Extension allowing employee to occupy temporary quarters under actual expense method only.				
a. Beyond 30 days and not to exceed 60 days.				
DIRECTORATE				
Director's Staff				
Staff Offices				
PROGRAM OFFICES				
Headquarters				
OCS Regions				
A = Approve C = Concur				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)				
4. Extension allowing employee to occupy temporary quarters under actual expense method only. (Continued)				
b. Beyond 60 days.				
DIRECTORATE				
Director's Staff		DD - A		BSEE Chief, Finance Division - C ¹
Staff Offices		DD - A	C	BSEE Chief, Finance Division - C ¹
PROGRAM OFFICES				
Headquarters		DD - A		BSEE Chief, Finance Division - C ¹
OCS Regions		DD - A	C	BSEE Chief, Finance Division - C ¹
5. Extension of temporary storage of household goods beyond the initial 60 days.				
DIRECTORATE				
Director's Staff		DD - A		BSEE Chief, Finance Division - C ¹
Staff Offices			A	BSEE Chief, Finance Division - C ¹
PROGRAM OFFICES				
Headquarters				Division Chiefs & above - A and BSEE
OCS Regions			A	Chief, Finance Division - C ¹
A = Approve C = Concur				BSEE Chief, Finance Division - C ¹
Internal Control for Policy Compliance				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)				
6. Nontemporary storage of household goods.				
DIRECTORATE				
Director's Staff		DD - A		BSEE Chief, Finance Division - C
Staff Offices			A	BSEE Chief, Finance Division - C
PROGRAM OFFICES				
Headquarters				Division Chiefs & above - A and BSEE Chief, Finance Division - C
OCS Regions			A	BSEE Chief, Finance Division - C
7. Shipment of professional books and papers as an administrative expense.				
DIRECTORATE				
Director's Staff				Chief of Staff - A
Staff Offices			A	
PROGRAM OFFICES				Division Chiefs/Regional Supervisors & above - A
A = Approve C = Concur				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)				
8. Emergency transportation and storage of a privately owned vehicle.				
DIRECTORATE Director's Staff Staff Offices		DD - A	A	
PROGRAM OFFICES				Division Chiefs/Regional Supervisors & above - A
9. Shipment of a privately owned vehicle within CONUS when the transportation is advantageous and cost effective to the Government.				
DIRECTORATE Director's Staff Staff Offices		DD - A	A	
PROGRAM OFFICES				Division Chiefs/Regional Supervisors & above - A
A = Approve				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)				
10. Preparation and transportation of the remains of a deceased employee, transportation of immediate family and household goods of a deceased employee when permitted by the Federal Travel Regulation.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices			A	
PROGRAM OFFICES				
Headquarters				
OCS Regions			A	Division Chiefs & above - A
11. Last move home relocation allowances for eligible SES employees.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices		DD - A		
PROGRAM OFFICES				
A = Approve				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A. RELOCATION (Continued)				
12. Payment of a limited set of relocation expenses in connection with temporary change of station of 6 to 30 months duration.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices		DD - A		
PROGRAM OFFICES		DD - A		
B. TRAVEL				
1. Travel Authorizations (TA) Form DI-1020.				
a. Unlimited Open (General) TA		D - A		
b. Limited Open (Area) TA				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices			A	
A = Approve				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
1. Travel Authorizations (TA) Form DJ-1020. (Continued)				
b. Limited Open (Area) TA (Continued)				
PROGRAM OFFICES				
Program/Office Chiefs and Regional Directors		DD - A	A	
Division Chiefs and Regional Supervisors				Division Chiefs and Regional Supervisors- A
Branch Chiefs, Regional Section Chiefs and below				
c. Travel Authorizations (including miscellaneous items listed under 205 DM 15.5 which will be approved by the same official).				
DIRECTORATE				
Director's Staff		DD - A	A	
Staff Offices				
PROGRAM OFFICES				
Program/Office Chiefs and Regional Directors		DD - A	A	
Division Chiefs and Regional Supervisors				Division Chiefs and Regional Supervisors- A
Branch Chiefs, Regional Section Chiefs and below				
A = Approve				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

S. BOEM - FINANCE	DO I	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
1. Travel Authorizations (TA) Form DI-1020. (Continued)				
d. Foreign travel (Form DI-1020)				
(1) One to five travelers	PPA ¹ - C	DD - A		
(2) Six or more travelers	PPA ¹ - C AS/LM ² - C	DD - A		
e. Use of foreign flag air carrier.	AS/PMB ³ - A AS/LM ² - C	DD - C		
f. Authorization of the rental of Global Positioning Satellite (GPS) Technology when renting a vehicle in a foreign country.		DD - A		
g. Authorization for Alaska OCS Region employees to travel into Canada in connection with strictly local matters.				Regional Director Alaska OCS Region - A
2. Direct hire of airplane or special conveyance.				
DIRECTORATE		DD - A		
PROGRAM OFFICES			A	
A = Approve C = Concur				
¹ Office of Policy Analysis				
² Assistant Secretary - Land and Minerals Management				
³ Assistant Secretary - Policy, Management and Budget				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DO I	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
3. Travel Advances (ATM advances are authorized on TAs), except Emergency Travel Advances.				
DIRECTORATE				
Director's Staff		DD - A		
Staff Offices			A	
PROGRAM OFFICES				
Program/Office Chiefs and Regional Directors		DD - A		
Division Chiefs and Regional Supervisors			A	
Branch Chiefs, Regional Section Chiefs and below				Division Chiefs and Regional Supervisors- A
4. Approval to purchase upgraded passenger transportation (does not include the use of frequent flier miles to upgrade service).				
a. First-class transportation.	AS/LM ¹ - C AS/PMB ² - A	DD - C		
b. Premium-class, other than first-class, transportation (e.g., business-class).		D - A		
A = Approve C = Concur				
¹ Assistant Secretary - Land and Minerals Management ² Assistant Secretary - Policy, Management and Budget				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
5. Use of cash to purchase passenger transportation services costing more than \$100.				
DIRECTORATE				
Director's Staff			A	Deputy Chief Financial Officer - A
Staff Offices				Division Chiefs/Regional Supervisors and above - A
PROGRAM OFFICES				
6. Claim for Reimbursement for Expenditures on Official Business (SF-1164).				
DIRECTORATE				
Director's Staff			A	Deputy Chief Financial Officer - A
Staff Offices				
PROGRAM OFFICES		DD - A	A	Division Chiefs/Regional Supervisors and above - A
Program/Office Chiefs and Regional Directors				
Division Chiefs and Regional Supervisors				
Branch Chiefs, Regional Section Chiefs and below				
7. Travel Voucher (SF-1012)				
DIRECTORATE				
Director's Staff			A	Deputy Chief Financial Officer - A
Staff Offices				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
A = Approve				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

5. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
7. Travel Voucher (SF-1012) (Continued).				
PROGRAM OFFICES				
Program/Office Chiefs and Regional Directors		DD - A		
Division Chiefs and Regional Supervisors			A	Branch Chiefs and Regional Supervisors- A
Branch Chiefs, Regional Section Chiefs and below				
8. Payment of actual subsistence expense for travel that involves unusual circumstances.				
a. Authorize and approve amounts less than or equal to 150 percent of the locality per diem rate				Deputy Chief Financial Officer - A
DIRECTORATE				
Director's Staff			A	
Staff Offices				
PROGRAM OFFICES				
Program/Office Chiefs and Regional Directors		DD - A		
Division Chiefs and Regional Supervisors			A	Branch Chiefs and Regional Supervisors- A
Branch Chiefs, Regional Section Chiefs and below				
A = Approve				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

S. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
8. Payment of actual subsistence expense for travel that involves unusual circumstances. (Continued)				
b. Authorize and approve amounts greater than 150 percent of the locality per diem rate.		DD - A		BSEE Associate Director for Administration (ADA) - C ³
9. Authorize and approve waiver of the requirement to itemize local telephone calls; local metropolitan streetcar, bus, and subway fares, and parking meter fees.	AS/PMB ¹ - A AS/LM ² - C	DD - C		
10. Define the boundary of the duty station and/or vicinity of the place of abode (home) within which no per diem will be paid.	AS/PMB ¹ - A AS/LM ² - C	DD - C		
11. Approve payment of per diem for travel involving severe conditions or attendance at training or a conference, where duty is in excess of 12 hours and is at least 30 miles from both the residence and permanent duty station.		DD - A		BSEE Associate Director for Administration (ADA) - C ³
A = Approve C = Concur				
¹ Assistant Secretary - Policy, Management and Budget				
² Assistant Secretary - Land and Minerals Management				
³ Internal Control for Policy Compliance				

BOEM ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

S. BOEM - FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Div. Chiefs; Regional Directors	OTHERS
B. TRAVEL (Continued)				
12. Authorization to rent GPS Technology when official travel involves access to extremely remote locations.				Branch Chiefs and Regional Supervisors- A
C. DEBT COLLECTION - Waiver of Claims of the U.S. Department of the Interior for Erroneous Payments (344 DM 9).				
1. Grant a waiver, in whole or in part, of a claim totaling:				
a. \$1,500 or less.		DD - A		
b. more than \$1,500.	OHA ¹ - A			
2. Deny a waiver of a claim in any gross original amount.		DD - A ²		
D. FITNESS PROGRAM - Qualified Fitness Program Expenses on SF-1164 (Claim for Reimbursement for Expenditures on Official Business).				
All Organizations				A certified Fitness Committee team member approves SF-1164 (see BOEM's Intranet Fitness Program link for team members by location).
A = Approve				
¹ Director, Office of Hearings and Appeals				
² If the claim totals more than \$1,500, the Deputy Director can deny the waiver request or recommend approval of the request by Director, OHA.				