

**DEPARTMENT OF THE INTERIOR
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
TRANSMITTAL SHEET**

Version No. 1

SUBJECT: Delegation Series
Part 200 Delegation Policy
Chapter 1 Redelegations

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes the policy and guidelines for the efficient and effective methods of redelegation of authority from the Director to other officials within the Bureau of Safety and Environmental Enforcement.


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Deputy Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
200	1	1-3	268

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version No.</u>
200	1	1-2	1

OPR: BSEE Office of Administration, Management Support Division

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Series: Delegations Series

Part 200: Delegation Policy

Chapter 1: Redelegations

Originating Office: Office of Administration, Management Support Division (MSD)

1. **Purpose.** This chapter establishes the policy and guidelines for the redelegation of authority from the Director to other officials within the Bureau of Safety and Environmental Enforcement (BSEE).
2. **Objective.** The objective of this chapter is to provide for efficient and effective methods of redelegation of authority.
3. **Authority.**
 - A. Departmental Manual (200 DM 1 Delegation of Authority).
 - B. Departmental Manual (218 DM 1-2 Delegation, Director, BSEE).
4. **Definitions.**
 - A. Authority. The ability to make the final, binding decision and/or take specific action as an official representing the U.S. Government. Such authorities have a legal basis in statute or regulation. Authority to make a decision or take an action can be redelegated. An example of such authority is the ability to approve agreements under the Outer Continental Shelf Lands Act.
 - B. Redelegation of Authority. The ability of an official who holds a particular authority to give to another official or officials the power to take actions or make decisions of legal standing under that authority.
 - C. Responsibility. The state or fact of being answerable or accountable for something within one's power or control. For example, the daily administration of procedures relating to agreements is an assigned responsibility inherent in a position.
5. **Policy.** The BSEE policy is to decentralize authority to the lowest level of operation at which such authority would be most practicable and efficient.
6. **Scope.** The Delegation Series of the BSEE Manual (BSEEM) will serve as the official medium for issuing redelegations of authority from the Director to the managers. For further redelegations by these officials, see paragraph 11C. There are also delegations that are made on a functional basis. These delegations will be published in BSEEM 205.

7. Effect of Further Redelegation.

A. Officers who redelegate their authority do not divest themselves of the power to exercise that authority, nor does the re delegation relieve them of the responsibility for action taken in accordance with the re delegation.

B. Officials and Officers higher in the chain of command are automatically delegated any authority re delegated to any position or office under their jurisdiction unless otherwise clearly specified in the re delegation.

C. Acting Officials unless otherwise stated in a re delegation have the full authority of those whose duties they are performing. No special re delegation of authority need be made to anyone serving in an acting capacity.

8. Limitations. Persons re delegated authority must exercise it in accordance with public laws; executive directives; Federal regulations; and Department and BSEE policies, standards, organization and budgetary limitations, and administrative instructions.

9. Responsibility. The Associate Director for Administration is responsible for review and coordination of delegations of authority. This responsibility is carried out through the Chief, MSD.

10. Publication of Redelegations in the Federal Register. Any delegation (or re delegation) of authority which has a direct impact on any sector of the public will be published in the Federal Register.

11. Guidelines.

A. In determining the extent to which authority should be re delegated, consideration should be given to the existence of adequate policy and program guidance; the presence of competent personnel and adequate facilities; the need for centralized operations in the interest of efficiency, security, or financial control; or the necessity of coordinating programs on a bureau-wide, Department, or interagency basis.

B. Redelegations should be prepared in terms of position titles rather than named individuals. Requests for re delegations of authority from the Director to other officials made by heads of offices seeking specific authority are prepared in the form of a BSEEM chapter. Approval of the BSEEM chapter indicates approval of the delegation.

C. Further re delegations by these officials will be in the form of a memorandum to the individual receiving the re delegation. The memorandum will be signed by the re delegating official and must be reviewed by the Chief, MSD.