

**Bureau of Safety and Environmental Enforcement
Interim Policy Document**

Effective Date: February 15, 2013
Series: Rules and Operations
Title: BSEE Offshore Credentials Program

2012-2

Originating Office: Deputy Director

1. Purpose and Scope. This Interim Policy Document (IPD) establishes Bureau of Safety and Environmental Enforcement (BSEE) policy and responsibilities with regard to the issuance, use, and control of credentials and badges issued to personnel who conduct offshore inspection, enforcement, and investigative activities.

2. Objective. To provide national policy specific to the management and oversight of the Offshore Credentials Program to include addressing which personnel may be authorized to carry and display credentials, or both a badge and credentials, when conducting BSEE offshore inspection, enforcement, and/or investigative activities as non-law enforcement personnel.

3. References.

A. 30 CFR 250 Oil and Gas and Sulphur Operations on the OCS

4. Definitions.

A. Offshore Regulatory Personnel – Any person responsible for carrying out the comprehensive offshore safety and environmental regulatory inspection, enforcement, and investigative program governed by 30 CFR 250. This definition includes safety inspectors and investigators, Environmental Enforcement Division (EED) personnel, Oil Spill Response Division (OSRD) personnel, and other personnel at the discretion of the Chief, Office of Offshore Regulatory Programs (OORP); Chief, EED; Chief, OSRD; and Regional Directors.

B. Investigations and Review Unit (IRU) Personnel – All personnel who are assigned to the IRU or are otherwise authorized in writing by the Chief, IRU.

C. Signature Authorities – The Director, BSEE; Deputy Director, BSEE; Chief, IRU; Chief, OORP; Chief, EED; Chief, OSRD; and Regional Directors.

D. Offshore Credentials Manager – OORP person specifically designated to manage the BSEE Offshore Credentials Program.

5. Policy.

A. This policy provides the detail with regard to properly identifying appropriate BSEE representatives that execute BSEE regulatory requirements. Offshore regulatory personnel and IRU investigative personnel who have been issued BSEE credentials and/or badges are deemed to have met the necessary professional standards that would allow them to carry out BSEE offshore safety and environmental regulatory, investigative, or enforcement duties within the scope of their training and certification. BSEE issued credentials and/or badges do not increase or limit BSEE authority.

B. *Credentials* –As approved by the appropriate management official in section 7 of this document.

C. *Badges* – As approved by the Director, Office of Law Enforcement and Security, IRU personnel as defined in paragraph 4.B. who meet the criteria in paragraph 5.B. are authorized to be issued badges.

D. BSEE issued credentials and associated badges shall only be used in conjunction with the performance of official duties. Personnel are prohibited from displaying any other credentials or badges not officially issued under Department of the Interior (DOI) or BSEE policy. This program does not fall within the Personal Identification Verification (PIV) card program.

E. BSEE issued credentials and badges shall be issued with a credential and/or badge case with the DOI/BSEE insignia medallion. Neither the credentials nor the badges will be displayed separate from its leather case.

F. BSEE personnel will not use credentials or badges to exert influence or to obtain directly or indirectly any privilege, favor, preferred treatment, or reward, for themselves or others, or improperly enhance their own prestige. Employees involved in the misuse/abuse of credentials or badges are subject to criminal and civil penalties, including removal from employment.

G. BSEE issued credentials and badges are the property of the U.S. Government and must be returned to the Offshore Credentials Manager upon termination of employment or upon demand by the signature authorities, Offshore Credentials Manager, or employee's supervisor. BSEE employment as a person who may be considered Offshore Regulatory Personnel or as IRU Personnel does not vest a right to be issued or to possess BSEE credentials or badges. BSEE issued credentials and badges are subject to inventory and inspection.

6. Procedures.

A. Issuance of BSEE Credentials and Badges:

1. BSEE credentials and badges are issued to authorized personnel only upon satisfactory completion of the required training.
2. All BSEE credentials and badges, including replacement credentials and badges are issued, managed, and controlled by the Offshore Credentials Manager from BSEE headquarters.
3. Digital photographs for inclusion in the Offshore Credential shall be a full-face view (top of head to top of shoulders) with appropriate business attire.
4. Upon verification of training and receipt of the appropriate photograph, the Offshore Credentials Manager will generate the Credentials and forward them to the signature authority.
5. For Offshore Regulatory Personnel and IRU Personnel who attend the training, the Offshore Training Branch will coordinate presenting BSEE credentials upon successful completion of the course along with the training certificate. As such, coordination between the Offshore Credentials Manager, signature authorities, and the Offshore Training Branch is imperative.

B. Reporting Loss, Theft, Destruction or Misuse/Abuse of BSEE Credentials and/or Badges:

1. In the event of loss, theft, or destruction of BSEE credentials and/or badges, the employee responsible for the credential and/or badge, or the employee discovering the condition:
 - a. Takes immediate action to effect recovery of the lost, stolen, or damaged credential and/or badge, and obtains all available information concerning the loss, theft, or damage for inclusion in any necessary reports.
 - b. Notifies (as soon as practicable, but within 24 hours) the supervisor of the employee with the affected credential and/or badge. The notification includes the approximate time and date the credential and/or badge was discovered missing or damaged and the location where it was last seen, if applicable.
2. The employee's supervisor notifies the appropriate signature authority and the Offshore Credentials Manager immediately by any means available and provides written notification within 24 hours. The notification includes the approximate time and date the credential and/or badge was discovered missing or damaged and the location where it was last seen, if applicable.

3. The Offshore Credentials Manager shall report all missing credentials and/or badges to the Chief, OORP; Chief, EED; Chief, OSRD; or Chief, IRU (whichever is appropriate). Additionally, the Chief, IRU shall be notified to determine if an investigation is warranted.

e. The Offshore Credentials Manager will not authorize the reissuance of a new credential and/or badge until the completion of the investigation or the approval of the Chief, IRU following the completion of the investigation, or otherwise.

2. Upon receiving a report of misuse/abuse of BSEE credentials and/or badges:

a. The supervisor of the employee named in the report shall be informed and shall retrieve the BSEE credentials and/or badge as authorized by paragraph 5.B. above. The supervisor then notifies the appropriate signature authority, the Offshore Credentials Manager, and the Chief, IRU of the circumstances of the report immediately by any means available and provides written notification within 24 hours.

b. The Chief, IRU will immediately initiate a preliminary investigation to determine if the report has merit.

i. Upon finding the report does not have merit, the Chief, IRU will notify the supervisor, appropriate signatory authority and Offshore Credentials Manager and the BSEE credentials and/or badge will be immediately returned to the employee by the supervisor and the case will be closed without further action.

ii. Upon finding the report has merit, the Chief, IRU will notify the supervisor, appropriate signature authority, and the Offshore Credentials Manager; the supervisor will forward the BSEE credentials and/or badge to the Offshore Credentials Manager; and the Chief, IRU will investigate further and initiate enforcement action as per paragraph 6.E. above, if warranted.

C. Retirement Credentials and Badges:

a. Credentials and badges may be retired and kept as a memento of honorable service to the United States provided it is understood that there is no authority conveyed with the credential and/or badge. The credential must be perforated (pin punched) or (stamped) with "Retired" or "Cancelled." The following criteria must be met in order for credentials and badges to be retired:

1) Credentials: Before retirement, the employee was regularly employed as a person authorized to carry a credential or badge and credential under this or past MMS / BOEMRE / BSEE credential policy for a period no shorter than 10 years cumulative.

2) Badges: Before retirement, the employee was regularly employed as a person authorized to carry a badge under this policy for a period no shorter than 10 years cumulative. Additionally, "retirement" badges may be purchased for this purpose.

3) At the request of the family of a deceased employee who was issued a BSEE badge and/or credential, regardless of the length of BSEE employment.

b. Credentials and badges will **NOT** be retired and will be collected and the credentials destroyed if the retirement was in anticipation of, during, or the result of a criminal, internal affairs, or administrative investigation.

7. Responsibilities.

A. The Deputy Director, BSEE is responsible for approving the credentials for the Chiefs of IRU, OORP, EED, OSRD, and the Regional Directors. Additionally, the Deputy Director, BSEE is the authority to approve any deviations from this policy.

B. The Chief, OORP is responsible for approving all credentials for OORP personnel. Additionally, the Chief, OORP shall designate an Offshore Credentials Manager.

C. The Chief, IRU is responsible for approving all credentials and badges for IRU personnel. Additionally, the Chief, IRU is responsible for determining if an investigation is warranted for missing Offshore Credentials and/or Badges. If an investigation is warranted, it will be immediately conducted by the IRU. If not, the Chief, IRU will notify the Offshore Credentials Manager that reissuance is authorized.

D. The Chief, EED is responsible for approving all credentials for EED personnel.

E. The Chief, OSRD is responsible for approving all credentials for OSRD personnel.

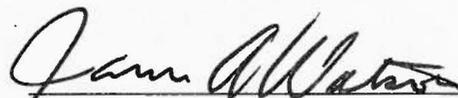
F. The Regional Directors are responsible for approving all credentials for Offshore Regulatory Personnel who are assigned within and work for their respective regions.

G. Upon receiving approval from the respective chief, the Offshore Credentials Manager shall issue, retrieve, and retire all Offshore Credentials and Badges and maintain program records and processes in accordance with this policy. The Offshore Credentials Manager shall relay any requests for deviations from this policy to the Deputy Director, BSEE via the Chief, OORP. Additionally, the Offshore Credentials Manager shall ensure the program is linked to the BSEE "exit clearance process."

H. All personnel who are issued Offshore Credentials and/or Badges under this policy are responsible for following all aspects of this policy.

I. Supervisors of personnel issued badges and/or credentials shall ensure proper training and use of the BSEE badge and credentials and report any misuse.

8. Cancellation. The IPD will remain in effect until cancelled by a superseding IPD or incorporation into the BSEE Manual.



James A. Watson – Director

Feb 12, 2013

Date: