

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

TRANSMITTAL SHEET

Version No. 001

SUBJECT: Organization Series
 Part 101: Organization Management
 Chapter 1: Organization Changes

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter contains the policy and procedures that govern organization changes in the Bureau of Safety and Environmental Enforcement.


Margaret N. Schneider
Deputy Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
101	1	7	311

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version</u>
101	1	14	1

OPR: Office of Administration, Management Support Division
Supersedes Release No. 311
Date: March 5, 2013

Department of the Interior
Bureau of Safety and Environmental Enforcement Manual

Effective Date: March 5, 2013

Release No.: 001

Series: Administrative

Part 101: Organization Management

Chapter 1: Organization Changes

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

1. **Purpose.** This manual chapter contains the policy and procedures that govern organization changes in the Bureau of Safety and Environmental Enforcement (BSEE).

2. **Objectives.**

A. To establish and maintain sound organizational structures in order to effectively manage functions and accomplish Departmental and BSEE mission goals and objectives.

B. To ensure that all BSEE organization changes comply with Departmental and Bureau policy.

3. **Authorities.**

A. Departmental Manuals (DM) 101 DM 1-4

B. Office of Management and Budget Circular A-105

4. **Definitions.**

A. Organizational change. An organizational change is any change in the established structure of an organizational component. This includes the establishment, abolishment, or change in the title of a component; transfer of significant functions from one component to another; or the revision of servicing areas or boundaries.

B. Bureau Reorganization. A Bureau reorganization is any proposed organizational change below the Division or equivalent level (Branches and below) and within the Regions (Regional Supervisors and below), with the exception of opening, closing, or relocating of any permanent field organization.

C. Departmental Reorganization. A Departmental reorganization is any proposed organizational change at the Division or equivalent level and above, whether final or interim, which changes the organization's description as published in 119 DM 1-5. This also includes any changes involving the opening, closing, or relocating of any permanent field organization.

5. **Responsibilities** (see Appendix 1 for Process Checklist).

A. Managers are responsible for the following.

- (1) Consulting with MSD early in the planning stage when contemplating organizational changes.
- (2) Preparing and submitting the required documents in a reorganization package.

B. Chief, Human Resources Operations Branch - Gulf of Mexico OCS Region (HROB-GOMR) is responsible for reviewing and concurring with all proposed Bureau GOMR reorganizations.

C. MSD is responsible for following.

- (1) Providing managers sound organizational guidance, i.e., position management issues, supervisory ratios, potential adverse personnel impacts, congressional interests, and any required union notification, etc.
- (2) Ensuring that Departmental and Bureau policies and requirements are met.
- (3) Facilitating the formal review of reorganization proposals with all affected Administration offices, Program offices, and Departmental offices, as required.
- (4) Obtaining all necessary concurrences and approvals.
- (5) Ensuring that all approved organizations are implemented.
- (6) Maintaining the approved original organization documents in the permanent files.

D. Associate Director for Administration (ADA) is responsible for concurring on all proposed Bureau and Departmental reorganizations.

E. Deputy Director is responsible for the following.

- (1) Approving all Bureau reorganizations below the Division or equivalent level, with the exception of opening, closing, or relocating of any permanent field organization. The Deputy Director signs both the Form DI-228, Clearance Record and the justification memorandum to approve all Bureau reorganizations.
- (2) Concurring on all proposed Departmental reorganizations at the Division or equivalent level and above by signing Form DI-228.

F. Director is responsible for concurring on all proposed Departmental reorganizations at the Division or equivalent level and above by signing both the Form DI-228 and the justification memorandum forwarding the proposed reorganization package to the Department for approval.

6. Procedures.

A. Bureau reorganizations (below the Division or equivalent level).

(1) The following documents are required to be submitted by the responsible manager to MSD in all Bureau reorganization packages:

(a) Form DI-228. A Form DI-228 must be completed to obtain surnames and the approval of the Deputy Director (see Appendix 2 for a sample Form DI-228).

(i) *A brief summary must be provided in Block 4* summarizing the pertinent changes from the current organization and the rationale for making the changes, e.g., consistency with reengineering goals, cost/efficiency measures, new functions/positions, etc.

(ii) The responsible manager must sign in Block 6 of the DI-Form 228.

(b) Justification Memorandum. A justification memorandum to the Deputy Director must provide the details of the organization changes, i.e., rationale for the reorganization; new or revised organization titles; increase/decrease in the number of FTEs; number of new positions with titles and grades; etc. The memorandum must also contain a signature line at the bottom for the Deputy Director's approval/disapproval and a date line.

(c) Staffing and Functions Plan. A Staffing and Functions Plan should be provided in *both hard copy and electronic file*. The staffing plan should include all positions in the proposed organization(s) down to the lowest level, i.e., Branches, Sections, teams, units, or equivalent field levels. The staffing plan should also include position titles, occupational series, and grades (career ladder) for all full-time/part-time positions and vacancies in each organization. *Staffing plans do not contain names of employees*. Functional statements should provide brief primary responsibilities for each organization down to the Branch or equivalent level. (See Appendix 3 for a sample Staffing and Functions Plan.)

(d) Organization Chart. Provide an organization chart in *both hard copy and electronic file (using PowerPoint software)* showing the relationship of the components down to the Branch/equivalent field-level or below. *Organization charts do not contain names of employees*. (See Appendix 4 for a sample organization chart.)

(e) Employee Crosswalk. Provide a crosswalk in *both hard copy and electronic file* that shows where each employee will be reassigned within the new organization according to the following headers: Name, Position Title, Series and Grade, Location, Current Org Code, New Org Code, and Comments. MSD is responsible for assigning new organization codes. (See Appendix 5 for a sample Employee Crosswalk.)

(f) Provisions for Automatic Succession. If a reorganization changes the names of any position or office title that is contained in an organization's current automatic succession listing, a revised listing will need to be submitted in *both hard copy and electronic file*.

(2) Office of Administration will process Bureau proposed reorganization packages (below the Division or equivalent level) as follows:

(a) Chief, HROB–GOMR will review and concur with all proposed Bureau GOMR reorganizations by signing in Block 6 of Form DI-228.

(b) MSD will conduct a thorough review of the proposed reorganization package. Any issues or questions will be resolved with the responsible manager.

(c) Chief, MSD will sign in Block 6 of Form DI-228 concurring with the proposal.

(d) ADA will concur with the reorganization proposal by signing in Block 6 of Form DI-228.

(e) After ADA concurs, the proposed reorganization package will be forwarded to the Deputy Director's Office for surname and approval.

(f) MSD will distribute copies of the approved reorganization to the responsible manager and the Servicing Human Resources Office.

(g) MSD will work with the respective Administration offices to implement the approved organization.

B. Departmental Reorganization Packages (at the Division or equivalent level and above and includes any changes involving the opening, closing, or relocating of any permanent field organization).

(1) The following documents are required to be submitted to Chief, MSD for all Departmental approved reorganization packages (see Appendix 6 for Process Checklist):

(a) Form DI-228. A Form DI-228 must be completed and signed in Block 6 by the responsible manager (see Appendix 7 for a sample Form DI-228).

(b) DM Chapters. BSEE's DM Organization Chapters (119 DM 1-5) must be revised as necessary to reflect the new organization. The manual chapters need to be submitted to the Chief, MSD in *both hard copy and electronic file*. BSEE's DM Chapters can be accessed in the Department's Electronic Library of the Interior Policies at <http://elips.doi.gov/elips/browse.aspx?eHome.aspx&dbid=0>

(c) Organization Chart. Provide an organization chart in *both hard copy and electronic file* showing the relationship of the components down to the Division or equivalent level. Charts should be created in the PowerPoint software. (See Appendix 8 for a sample organization chart.)

(d) Transmittal Memorandum. The responsible manager will work with MSD to develop a formal transmittal memorandum that forwards the reorganization proposal from the Director, through the Assistant Secretary for Land and Minerals Management (AS-LM), to the Assistant Secretary for Policy, Management and Budget (PMB) for review and approval. The responsible manager is also required to provide a briefing paper for the Director and AS-LM.

(e) Under certain circumstances additional information may be required to be included in the reorganization package. These include:

(i) Staffing Matrix (see Appendix 9). MSD will consult the Department to determine on a case-by-case basis if a staffing matrix is required to be submitted to PMB (see 101 DM 3).

(ii) Provisions for Automatic Succession. If a reorganization changes the office titles contained in an organization's current automatic succession listing, a revised listing will need to be included in the reorganization package.

(2) Departmental reorganization packages will be processed as follows:

(a) Chief, MSD, and ADA will review and concur on the reorganization proposal by signing in Block 6 on Form DI-228. The package will be forwarded to the Office of the Director for signing and approval. The Director signs in Block 6 on Form DI-228 and the memorandum transmitting the required documents to the Department for review and approval.

(b) After the Department approves the reorganization, MSD will provide copies of the final documents to the responsible manager and to the Servicing Human Resources Office. The approved official organization documents will be maintained in MSD permanent files.

(3) If the substructure below the Division level, i.e., Branch functions or titles, etc., requires changes, the responsible manager will need to submit to MSD a Bureau reorganization package for the approval of the Deputy Director (see 6. A. above for Procedures for Bureau reorganizations).

BUREAU REORGANIZATION PROCESS CHECKLIST

Responsible Official
<p>RM: Contacts MSD at 703-787-1429 to informally discuss a range of administrative considerations.</p>
<p>RM: Provides opportunity, as appropriate, for affected office review and comments.</p>
<p>RM: Works with MSD/SHRO to ensure appropriateness and minimum administrative and human resources impact.</p>
<p>RM: Develops final proposal for Bureau approved reorganizations and transmits a signed DI-228, Clearance Record and a justification memorandum for the approval of the Deputy Director along with the following required documents in <i>hard copy and electronic form</i> to MSD:</p> <ul style="list-style-type: none"> • Staffing and Functions Plans (described to Branch/field equivalent level or below) • Organization Chart(s) • Employee Crosswalk • Automatic Succession List, if necessary
<p>MSD: Conducts a thorough review of the reorganization package and resolves any concerns or issues with the RM. The Chief, MSD concurs with the reorganization.</p> <p>ADA: Concurs with the reorganization.</p>
<p>DD: Signs Form DI-228 approving the Bureau reorganization. The approved original package is returned to MSD for processing, implementation, and filing.</p>

ADA = Associate Director for Administration
 DD = Deputy Director
 MSD = Management Support Division
 RM = Responsible Manager
 SHRO = Servicing Human Resources Office

[SAMPLE]

STAFFING AND FUNCTIONS PLANS

Bureau of Safety and Environmental Enforcement	
_____ [Program/Office/Division]	
FTE: 3	Org Code: _____

Staffing Plan:

Chief, _____	GS-____-15
Program Analyst	GS-0343-14
Secretary	GS-0318-07

Functions:

- Division Chief serves as the
- Provides overall management and leadership of all
- Oversees....

_____ [Branch]	
FTE: 5	Org Code: _____

Staffing Plan:

Chief, _____ Branch	GS-1102-14
Economist	GS-0110-13
2 Statisticians	GS-1530-12
Management Analyst	GS-0343-07/09/11

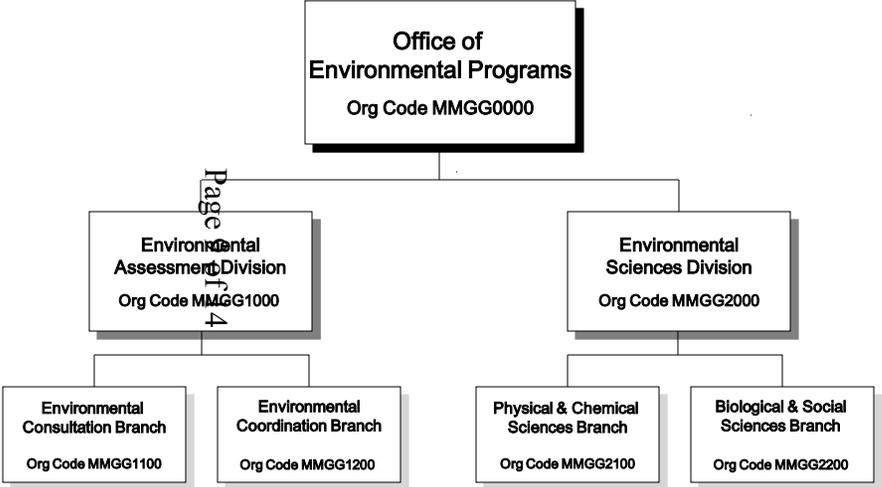
Functions:

- Manages
- Implements....
- Develops and executes

[SAMPLE]

Date: March 5, 2013 (Version No. 001)

Bureau of Ocean Energy Management
OFFICE OF ENVIRONMENTAL PROGRAMS



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DEPARTMENTAL APPROVED ORGANIZATION PROCESS CHECKLIST

Responsible Official
<p>RM: Contacts the MSD at 703-787-1429 to informally discuss a range of administrative considerations.</p>
<p>RM: Works with MSD/SHRO to ensure appropriateness and minimum administrative/human resources impact.</p>
<p>RM: Develops final proposal for Departmental approved reorganization and transmits a signed DI-228, Clearance Record along with the following required documents in <i>hard copy and electronic form</i> to MSD:</p> <ul style="list-style-type: none"> • Transmittal memorandum to the Department • Organization Chart(s) • DM Chapter(s) • Staffing Matrix (see Appendix 5), if necessary • Automatic Succession List, if necessary <p>MSD: Finalizes transmittal memorandum to the Department for Director's signature with required documents.</p>
<p>DIR: Signs Form DI-228 and memorandum transmitting the required documents to the Department.</p>
<p>MSD: Maintains contact with Department staff and provides additional information as requested.</p>
<p>DOI: After appropriate review and notification, the Department approves the organization proposal affecting 119 DMs and/or opening, closing, or relocating of any permanent field organization.</p>
<p>MSD: Provides copies of the approved Departmental reorganization package to the RM and to the SHRO for implementation.</p>
<p>RM: If organization changes are warranted below the Division level, the RM must submit required documents for a Bureau reorganization to MSD for concurrence (see Appendix 1).</p>

ADA = Associate Director for Administration
 DIR = Director
 DOI = Department of the Interior
 MSD = Management Support Division
 RM = Responsible Manager
 SHRO = Servicing Human Resources Office

[SAMPLE]

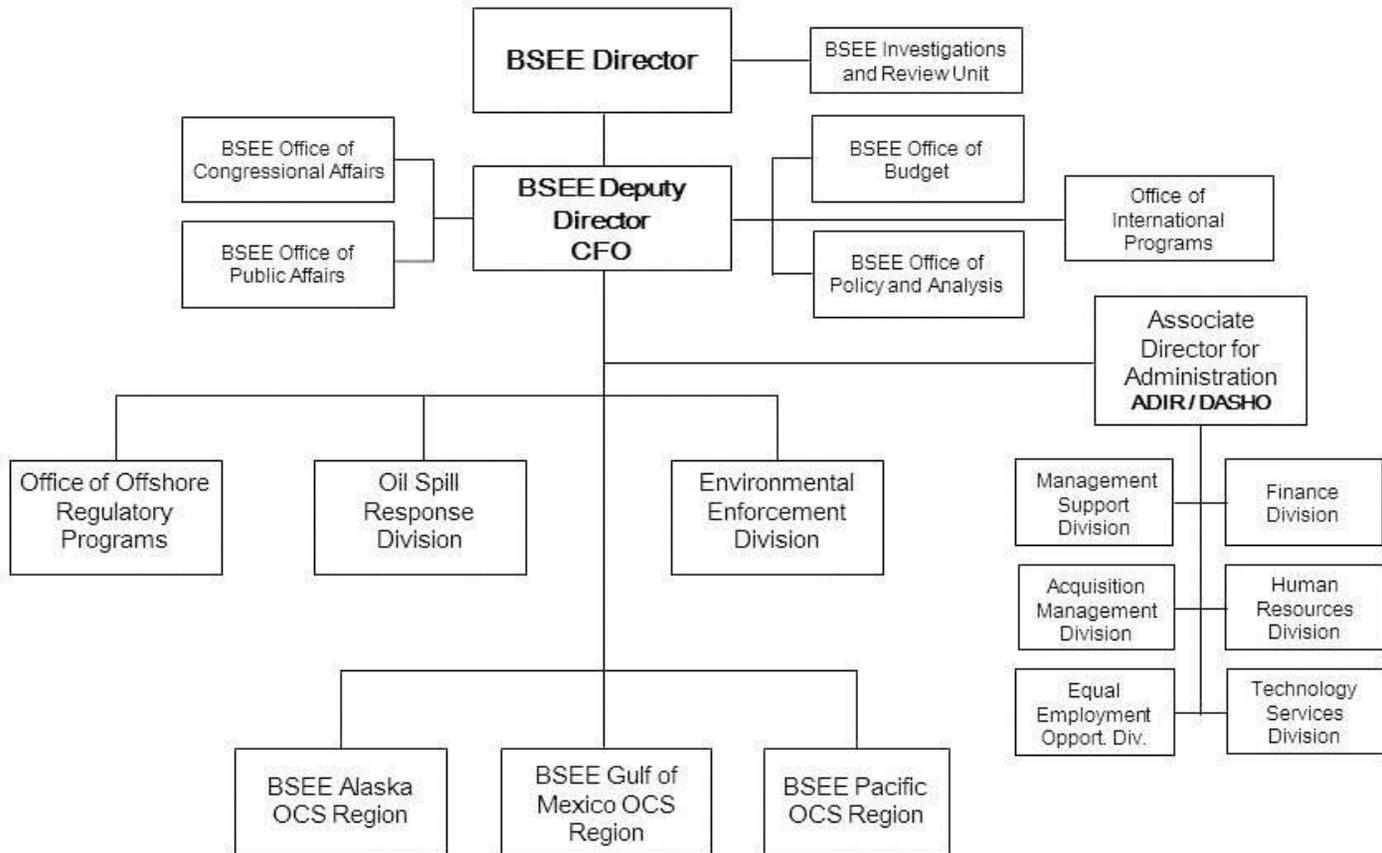
Print Form

CLEARANCE RECORD <small>(SEE INSTRUCTIONS ON REVERSE)</small>		1. TYPE OF DOCUMENT BSEE Reorganization	2. IDENTIFICATION NUMBER (IF ANY) CATS No. _____		
3. SUBJECT/TITLE Reorganization proposal in the Bureau of Safety and Environmental Enforcement (BSEE).					
4. SUMMARY OF DOCUMENT CONTENTS (if a revision, given rationale for change) This reorganization... [briefly state purpose of reorg and provide rationale for making the change(s)].					
5. ORIGINATOR					
ORGANIZATION [Program/Division/Region]		NAME AND TITLE [Name] [Chief/Reg. Dir., Program/Office/Division]	TELEPHONE NUMBER +1 (000) 000-0000	DATE 00/00/0000	
6. CLEARANCES					
ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	SIGNATURE	DATE	INTERNAL CLEARANCE	
				SURNAME	DATE
[Mail Stop]	[Name] [Chief/Reg. Dir., Program/Office/Division]				
HE 2127	[Name] Chief, Management Support Division				
DE 5438	[Name] Chief, Office of Budget				
DE 5438	[Name] Associate Director for Administration				
DE 5438	[Name] Correspondence Unit				
DE 5438	[Name] Chief of Staff				
DE 5438	[Name] Deputy Director				
DE 5438	[Name] Director				
6626	[Name] Assistant Secretary for Land & Minerals Mgt.				
7328	Hazel Wilson Office of the Executive Secretariat				
7. SIGNATURE INFORMATION					
➡ NOTE: INDICATE BY STAMP THE NAME OF SIGNING OFFICIAL AND DATE SIGNED. ➡		SIGNED BY	DATE SIGNED		
8. FOR USE OF FINAL ACTION OFFICE					
AFTER SIGNATURE RETURN TO Management Support Division HE-2127			ISSUANCE NUMBER ASSIGNED		

FORM DE-228 (Rev. 12-79) This form was electronically produced by Elite Federal Forms, Inc.

[SAMPLE]

BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT (BSEE)



[SAMPLE]

STAFFING MATRIX

Administrative Services

		PROPOSED ORGANIZATION						
Current Organization	Current Positions	Associate Director for Admin. Servs.	Personnel	Finance & Mgt. Services	Contracting and Property Mgmt. Div.	EEO	Positions to Units Outside Proposed Organization	Positions Eliminated
Assoc. Dir., Administration	4	4						
Management Support Div.	10	3		6				1
EEO	4					4		
Personnel	10		10					
Budget	6			5	1			
Finance	8			8				
Org. & Methods	6	1		3	2			
Contracting & Prop. Mgmt.	9				7		1*	1
Subtotal	57	8	10	22	10	4	1	2
	New Positions		2		3			
	Total	8	12	22	13	4	59	

*For positions transferred outside of the proposed organization, use an asterisk beside the number and footnote the name of the receiving unit(s).

Note: For each row, the sum of the numbers to the right of the "Current Positions" column (number in the "Proposed Organization" plus number "Transferred" and/or "Eliminated") should equal the number in the "Current Positions" column.