

**DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE MANUAL**

**Transmittal Sheet**

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Release No. 292

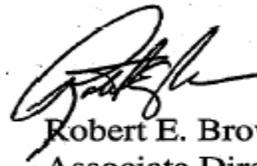
April 26, 2004

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

EXPLANATION OF MATERIAL TRANSMITTED:

This Handbook contains the latest updates of the key MMS administrative delegations of authorities. The Associate Directors have redelegated the authorities to the lowest appropriate levels within each of their organizations.



**Robert E. Brown  
Associate Director for Administration  
and Budget**

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FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Release</u>
218.1-H	Handbook	237

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Release</u>
218.1-H	Handbook	292

OPR: Office of Administration and Budget

**U.S. DEPARTMENT OF THE INTERIOR  
Minerals Management Service**

**HANDBOOK**

**ADMINISTRATIVE  
DELEGATIONS  
OF  
AUTHORITY**

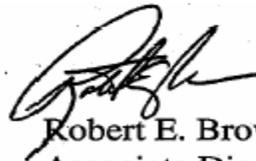
**(218.1-H)**



## **FOREWORD**

This handbook contains the latest updates of the key Minerals Management Service (MMS) administrative delegations of authorities. The Associate Directors have redelegated the authorities to the lowest appropriate levels within each of their organizations.

Recommended changes or additions to this handbook should be submitted in writing to the Chief of Staff for Administration and Budget.



**Robert E. Brown**  
**Associate Director for Administration**  
**and Budget**

Date: April 26, 2004

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

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A. Estimate the annual MMS budget and submit to the Department.		A			
B. Recommend to the Department proposed amendments to budget requests and/or supplementals to appropriation bills.		A			
C. Recommend to the Department proposed approval to reprogram appropriated funds to purposes other than those for which the appropriation was justified.		A			
D. Recommend to the Department proposed changes to the wording of appropriation language.			A	C	
E. Justify the budget to the Department.			A	C	
F. Allocate funds to Program areas.			A	C	

A = Approve      C = Concur

<sup>1</sup>Chief, Budget Division (A&B)

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

II. DIRECTIVES	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. BASIC MANUAL CHAPTERS (ALL OFFICES)		A				
B. HANDBOOKS AND INTERIM POLICY DOCUMENTS DIRECTORATE ● Staff Offices						Chief of Staff-A
ADMINISTRATION AND BUDGET ● All Organizational Components			A			
MINERALS REVENUE MANAGEMENT ● All Organizational Components			A			
OFFSHORE MINERALS MANAGEMENT ● All Organizational Components			A			
POLICY AND MANAGEMENT IMPROVEMENT ● All Organizational Components			A			

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

II. DIRECTIVES	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
C. FIELD OFFICE SUPPLEMENTS						
ADMINISTRATION AND BUDGET					ASC Mgrs-A	
MINERALS REVENUE MANAGEMENT				A		
OFFSHORE MINERALS MANAGEMENT					Reg. Dir.-A <sup>3</sup> *	
POLICY AND MANAGEMENT IMPROVEMENT					A	

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<sup>3</sup>Includes the Regional Manager, Pacific Region

\*Cannot be redelegated

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

III. FEDERAL REGISTER NOTICES	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. Authority to Approve Notices Published in the Federal Register.  1. Notices of meetings  MINERALS REVENUE MANAGEMENT  OFFSHORE MINERALS MANAGEMENT			A		Div. Chiefs/ Reg. Dir.s-A <sup>3</sup>	
2. Information collection and rulemaking notices  MINERALS REVENUE MANAGEMENT  OFFSHORE MINERALS MANAGEMENT			A			Chief, Engineering & Operations Div.*
3. Calls for nominations  OFFSHORE MINERALS MANAGEMENT			A			
4. Advisory committee meeting notices  MINERALS REVENUE MANAGEMENT  OFFSHORE MINERALS MANAGEMENT			A  A			
B. Notice of, and report on, Environmental Documents Prepared for Proposed Oil and Gas Operations.					Reg. Dir.s-A <sup>3</sup>	

A = Approve    C = Concur

<sup>1</sup>Assistant Program Director, MRM    <sup>2</sup>MRM Manager is a GS-15 supervisor.    <sup>3</sup>Includes the Regional Manager, Pacific Region

\* The Chief, EOD may sign and transmit to the Federal Register those rulemaking actions that (1) incorporate an updated version of a technical standard or (2) make minor, noncontroversial changes to the text of a rule.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELOCATION  1. Payment of travel and transportation allowances for traveling to first duty station at Government expense.  DIRECTORATE  <ul style="list-style-type: none"> <li>● Director's Staff and Associate Directors</li> <li>● Staff Offices</li> </ul>		A				Office Chiefs-A
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>					A RD/AOCS-A	AASO <sup>5</sup> -C Regional Supervisors, GOMR-A Program Office Chiefs, POCS-A
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● Associate Director's Office</li> <li>● Divisions</li> </ul>			A		A	

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<sup>1</sup>Assistant Program Director, MRM    <sup>2</sup>MRM Manager is a GS-15 supervisor    <sup>3</sup>Includes the Regional Manager, Pacific Region  
<sup>4</sup>Except the AD/MRM approves those GS-15s located in DC    <sup>5</sup>Administrative Officer, Alaska & California Administrative Satellite Offices

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELOCATION (Continued)  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 <ul style="list-style-type: none"> <li>• Director's Staff (including ADs)</li> <li>• Staff Offices</li> </ul>		A				Office Chiefs-A
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Administrative Service Centers</li> </ul>					A A	
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>• Deputy Associate Director/APD<sup>1</sup></li> <li>• GS-15s</li> <li>• GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• OCS Regions</li> </ul>					A RD/AOCS-A	AASO <sup>5</sup> -C Regional Supervisors, GOMR-A Program Office Chiefs, POCS-A
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>• Associate Director's Office</li> <li>• Divisions</li> </ul>			A		A	

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELOCATION (Continued)  3. Extension of time, beyond initial 2 years authorized for completion of sale or purchase of residence or lease termination.  DIRECTORATE <ul style="list-style-type: none"> <li>• Director's Staff (including ADs)</li> <li>• Staff Offices</li> </ul>		A				Chief, Finance Division-C  Office Chiefs-A/ Chief, Finance Division-C
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Administrative Service Centers</li> </ul>					A A	Chief, Finance Division-C  Chief, Finance Division-C
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>• Deputy Associate Director/APD<sup>1</sup></li> <li>• GS-15s</li> <li>• GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	Chief, Finance Division-C  Chief, Finance Division-C  Chief, Finance Division-C
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• OCS Regions</li> </ul>					A A	Chief, Finance Division-C  Chief, Finance Division-C
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>• AD's Office</li> <li>• Divisions</li> </ul>			A		A	Chief, Finance Division-C  Chief, Finance Division-C

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IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELOCATION (Continued)  4. Extension allowing employee to occupy temporary quarters beyond 60 days.  DIRECTORATE <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>		A				Chief, Finance Division-C  Office Chiefs-A/ Chief, Finance Division-C
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	Chief, Finance Division-C  Chief, Finance Division-C
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	Chief, Finance Division-C  Chief, Finance Division-C  Chief, Finance Division-C
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>					A A	Chief, Finance Division-C  Chief, Finance Division-C
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	Chief, Finance Division-C  Chief, Finance Division-C

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir. <sup>3</sup> /ASC Mgrs	OTHERS
A. RELOCATION (Continued)  5. Extension of temporary storage of household goods beyond the initial 90 days.  DIRECTORATE <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>		A				Chief, Finance Division-C  Office Chiefs-A/ Chief, Finance Division-C
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	Chief, Finance Division-C  Chief, Finance Division-C
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	Chief, Finance Division-C  Chief, Finance Division-C  Chief, Finance Division-C
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>					A A	Chief, Finance Division-C  Chief, Finance Division-C
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	Chief, Finance Division-C  Chief, Finance Division-C

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELOCATION (Continued)  6. Nontemporary storage of household goods.  DIRECTORATE <ul style="list-style-type: none"> <li>• Director's Staff (including ADs)</li> <li>• Staff Offices</li> </ul>		A				Chief, Finance Division-C  Office Chiefs-A/ Chief, Finance Division-C
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Administrative Service Centers</li> </ul>					A  A	Chief, Finance Division-C  Chief, Finance Division-C
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>• Deputy Associate Director/APD<sup>1</sup></li> <li>• GS-15s</li> <li>• GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	Chief, Finance Division-C  Chief, Finance Division-C  Chief, Finance Division-C
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• OCS Regions</li> </ul>					A  A	Chief, Finance Division-C  Chief, Finance Division-C
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>• AD's Office</li> <li>• Divisions</li> </ul>			A		A	Chief, Finance Division-C  Chief, Finance Division-C

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A. RELOCATION (Continued)  7. Shipment of professional books and papers as an administrative expense.  DIRECTORATE <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>						Chief of Staff-A  Office Chiefs-A
ADMINISTRATION AND BUDGET <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A  A	
MINERALS REVENUE MANAGEMENT <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	
OFFSHORE MINERALS MANAGEMENT <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>					A  RD/AOCS-A	AASO <sup>5</sup> -C Regional Supervisors, GOMR-A Program Office Chiefs, POCS-A
POLICY AND MANAGEMENT IMPROVEMENT <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	

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A. RELOCATION (Continued)  8. Emergency transportation and storage of a privately owned vehicle.  DIRECTORATE <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>		A				Office Chiefs-A
ADMINISTRATION AND BUDGET <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	
MINERALS REVENUE MANAGEMENT <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	
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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELOCATION (Continued)  9. Shipment of a privately owned vehicle within CONUS when the transportation is advantageous and cost effective to the Government.  DIRECTORATE  <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>		A				Office Chiefs-A
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>					A RD/AOCS-A	AASO <sup>5</sup> -C Regional Supervisors, GOMR-A Program Office Chiefs, POCS-A
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	

A = Approve    C = Concur

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor      <sup>3</sup>Includes the Regional Manager, Pacific Region  
<sup>4</sup>Except the AD/MRM approves those GS-15s located in DC      <sup>5</sup>Administrative Officer, Alaska & California Administrative Satellite Offices

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	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  <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>		A				Office Chiefs-A
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>					A A	
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	

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<sup>1</sup>Assistant Program Director, MRM    <sup>2</sup>MRM Manager is a GS-15 supervisor

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELOCATION (Continued)  11. Last move home relocation allowances for eligible SES employees.  DIRECTORATE  <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>		A  A				
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● All Organizational Components</li> </ul>			A			
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● All Organizational Components</li> </ul>			A			
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● All Organizational Components</li> </ul>			A			
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● All Organizational Components</li> </ul>			A			

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<sup>1</sup>Assistant Program Director, MRM    <sup>2</sup>MRM Manager is a GS-15 supervisor    <sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	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  <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>		A				Office Chiefs-A
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s</li> <li>● GS-13s and below</li> </ul>			A	A <sup>4</sup>	A	Supervisor GS-14s-A
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>					A A	
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)  c. Travel Authorizations (including miscellaneous items listed under 205 DM 15.5 which will be approved by the same official).  DIRECTORATE  • Director's Staff (including ADs)  • Staff Offices		A				Office Chiefs-A
ADMINISTRATION AND BUDGET  • Headquarters  • Southern Administrative Service Center  • Western Administrative Service Center					A	ASC Manager-A  ASC Branch Chiefs-A
MINERALS REVENUE MANAGEMENT  • Deputy Associate Director/APD <sup>1</sup>  • GS-15s  • GS-14s  • GS-13s and below			A	A <sup>4</sup>	A	Supervisor GS-14s-A
OFFSHORE MINERALS MANAGEMENT  • Division Chiefs/Regional Directors & Manager  • Branch Chiefs/Regional Supervisors & Program Office Chiefs, POCS  • Section Chiefs/District Managers & below				A	A	Br. Chiefs/Reg. Superv.s/ Program Office Chiefs, POCS/ Chief, Program Serv.s, AOCS & above-A
POLICY AND MANAGEMENT IMPROVEMENT  • AD's Office  • Divisions			A		A	

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)						
d. Foreign travel (Form DI-1020)	AS/LM <sup>4</sup> -C PPA <sup>5</sup> -C	A				
e. Use of foreign flag air carrier.	AS/PMB <sup>6</sup> -A AS/LM <sup>4</sup> -C	C				
f. Authorization for Alaska OCS Region employees to travel into Canada in connection with strictly local matters.					RD/AOCS	
2. Direct hire of airplane or special conveyance.						
DIRECTORATE (including ADs)		A				
ADMINISTRATION AND BUDGET						
• All Organizational Components			A			
MINERALS REVENUE MANAGEMENT						
• All Organizational Components			A			
OFFSHORE MINERALS MANAGEMENT						
• Headquarters					A	
• OCS Regions					A	
POLICY AND MANAGEMENT IMPROVEMENT						
• All Organizational Components			A			

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<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Assistant Secretary - Land and Minerals Management

<sup>5</sup>Office of Policy Analysis

<sup>6</sup>Assistant Secretary - Policy, Management and Budget

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)  3. Travel Advances (ATM advances are authorized on TAs), except Emergency Travel Advances.  DIRECTORATE  <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>		A				Office Chiefs-A
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s</li> <li>● GS-13s and below</li> </ul>			A	A <sup>4</sup>	A	Supervisor GS-14s-A
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Division Chiefs/Regional Directors &amp; Manager</li> <li>● Branch Chiefs/Regional Supervisors &amp; Program Office Chiefs, POCS</li> <li>● Section Chiefs/District Managers &amp; below</li> </ul>				A	A	Br. Chiefs/Reg. Superv.s/ Program Office Chiefs, POCS/ Chief, Program Serv.s, AOCs & above-A
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)  5. Conference travel* (continued).  b. Authorize and approve Government- sponsorship or co-sponsorship of a conference and/or travel involving 29 or fewer Government employees (Cont).  MINERALS REVENUE MANAGEMENT <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s and below</li> </ul>			A	A <sup>4</sup>	A	
OFFSHORE MINERALS MANAGEMENT <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>				A A	A	
POLICY AND MANAGEMENT IMPROVEMENT <ul style="list-style-type: none"> <li>● All Organizational Components</li> </ul>			A			
6. Use of cash to purchase passenger transpor- tation services costing more than \$100.  DIRECTORATE <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>						Chief of Staff-A  Office Chiefs-A
ADMINISTRATION AND BUDGET <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A A	

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)  6. Use of cash to purchase passenger transportation services costing more than \$100 (Contd).  MINERALS REVENUE MANAGEMENT <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s</li> <li>● GS-13s and below</li> </ul>			A	A <sup>4</sup>	A	Supervisor GS-14s-A
OFFSHORE MINERALS MANAGEMENT <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● OCS Regions</li> </ul>					A A	
POLICY AND MANAGEMENT IMPROVEMENT <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	
7. Claim for Reimbursement for Expenditures on Official Business (SF-1164).  DIRECTORATE <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>						Chief of Staff-A Office Chiefs-A

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)						
7. Claim for Reimbursement (SF-1164) (Continued)						
ADMINISTRATION AND BUDGET						
• Headquarters					A	
• Southern Administrative Service Center					A	
• Western Administrative Service Center						ASC Branch Chiefs-A
MINERALS REVENUE MANAGEMENT						
• Deputy Associate Director/APD <sup>1</sup>			A			
• GS-15s				A <sup>4</sup>		
• GS-14s					A	
• GS-13s and below						Supervisor GS-14s-A
OFFSHORE MINERALS MANAGEMENT						
• Division Chiefs/Regional Directors & Manager				A		
• Branch Chiefs/Regional Supervisors & Program Office Chiefs, POCS					A	
• Section Chiefs/District Managers & below						Br. Chiefs/Reg. Superv.s/ Program Office Chiefs, POCS/ Chief, Program Serv.s, AOCs & above-A
POLICY AND MANAGEMENT IMPROVEMENT						
• AD's Office			A			
• Divisions					A	
8. Travel Voucher (SF-1012)						
DIRECTORATE						
• Director's Staff (including ADs)						Chief of Staff-A
• Staff Offices						Office Chiefs-A

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)  8. Travel Voucher (SF-1012) (Continued)  ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Southern Administrative Service Center</li> <li>● Western Administrative Service Center</li> </ul>					A  A	ASC Branch Chiefs-A
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s</li> <li>● GS-13s and below</li> </ul>			A	A <sup>4</sup>	A	Supervisor GS-14s-A
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Division Chiefs/Regional Directors &amp; Manager</li> <li>● Branch Chiefs/Regional Supervisors &amp; Program Office Chiefs, POCS</li> <li>● Section Chiefs/District Managers &amp; below</li> </ul>				A	A	Br. Chiefs/Reg. Superv.s/ Program Office Chiefs, POCS/ Chief, Program Serv.s, AOCs & above-A
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	
9. Payment of actual subsistence expenses for travel that involves unusual circumstances.  DIRECTORATE  <ul style="list-style-type: none"> <li>● Director's Staff (including ADs)</li> <li>● Staff Offices</li> </ul>						Chief of Staff-A  Office Chiefs-A

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)  9. Payment of actual subsistence expenses for unusual circumstance (Continued).  ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Administrative Service Centers</li> </ul>					A  A	
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>● Deputy Associate Director/APD<sup>1</sup></li> <li>● GS-15s</li> <li>● GS-14s</li> <li>● GS-13s and below</li> </ul>			A	A <sup>4</sup>	A	Supervisor GS-14s-A
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>● Division Chiefs/Regional Directors &amp; Manager</li> <li>● Branch Chiefs/Regional Supervisors &amp; Program Office Chiefs, POCS</li> <li>● Section Chiefs/District Managers &amp; below</li> </ul>				A	A	Br. Chiefs/Reg. Superv.s/ Program Office Chiefs, POCS/ Chief, Program Serv.s, AOCs & above-A
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>● ADs Office</li> <li>● Divisions</li> </ul>			A		A	

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. TRAVEL (Continued)  10. Contractor provided services.  a. Authorize and approve Memorandum of Understanding between DOI and a General Services Administration contract Travel Management Center for travel services.  b. Authorize and approve tasks orders and agreements between DOI and a General Services Administration contractor providing contractor-issued charge cards, centrally billed accounts, travelers checks, and automated-teller-machine services.			A&B-A  A&B-A			
11. 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 <sup>4</sup> -A AS/LM <sup>5</sup> -C	C				
12. 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 <sup>4</sup> -A AS/LM <sup>5</sup> -C	C				

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<sup>4</sup>Assistant Secretary - Policy, Management and Budget

<sup>5</sup>Assistant Secretary - Land and Minerals Management

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IV. FINANCE	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>C. DEBT COLLECTION - Waiver of Claims of the U.S. Department of the Interior for Erroneous Payments (344 DM 9)</p> <p>1. Grant a waiver, in whole or in part, of a claim totaling</p> <p style="padding-left: 20px;">a. \$1,500 or less.</p> <p style="padding-left: 20px;">b. more than \$1,500.</p> <p>2. Deny a waiver of a claim in any gross original amount.</p>	OHA <sup>4</sup> -A	A				<p style="text-align: center;">Consult with Chief, Finance Div.</p> <p style="text-align: center;">Consult with Chief, Finance Div.</p> <p style="text-align: center;">Consult with Chief, Finance Div.</p>

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<sup>4</sup>Director, Office of Hearings and Appeals

<sup>5</sup>If the claim totals more than \$1,500, the Director can deny the waiver request or recommend approval of the request by Director, OHA.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

V. FORMS	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
APPROVAL OF MMS FORMS DIRECTORATE ● All Organizational Components						MMS Forms Officer-A
ADMINISTRATION AND BUDGET ● All Organizational Components						MMS Forms Officer-A
MINERALS REVENUE MANAGEMENT ● All Organizational Components						MMS Forms Officer-A
OFFSHORE MINERALS MANAGEMENT ● All Organizational Components						MMS Forms Officer-A
POLICY AND MANAGEMENT IMPROVEMENT ● All Organizational Components						MMS Forms Officer-A

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

VI. FREEDOM OF INFORMATION ACT REQUESTS	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELEASES DIRECTORATE <ul style="list-style-type: none"> <li>● Staff Offices</li> </ul>						Office Chiefs-A, MMS FOIA Officer-C
ADMINISTRATION AND BUDGET <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Southern Administrative Service Center</li> <li>● Western Administrative Service Center</li> </ul>					A  A	MMS FOIA Officer-A SASC FOIA Officer-C WASC FOIA Officer-C
MINERALS REVENUE MANAGEMENT <ul style="list-style-type: none"> <li>● All Organizational Components</li> </ul>						MRM FOIA Officer-A
OFFSHORE MINERALS MANAGEMENT <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Alaska &amp; Gulf of Mexico OCS Regions</li> <li>● Pacific OCS Region</li> </ul>					A	OMM FOIA Officer-A AOCS/GOMR FOIA Officer-A POCS FOIA Officer-C
POLICY AND MANAGEMENT IMPROVEMENT <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	MMS FOIA Officer-C MMS FOIA Officer-C

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

VI. FREEDOM OF INFORMATION ACT REQUESTS	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. DENIALS OR DISCLOSURES OF EXEMPT MATERIAL  DIRECTORATE  ● Staff Offices	SOL <sup>4</sup> -C					Office Chiefs-A, MMS FOIA Officer-C
ADMINISTRATION AND BUDGET  ● Headquarters ● Southern Administrative Service Center ● Western Administrative Service Center	SOL <sup>4</sup> -C SOL <sup>4</sup> -C SOL <sup>4</sup> -C				A A	MMS FOIA Officer-A SASC FOIA Officer-C WASC FOIA Officer-C
MINERALS REVENUE MANAGEMENT  ● All Organizational Components	SOL <sup>4</sup> -C					MRM FOIA Officer-A
OFFSHORE MINERALS MANAGEMENT  ● Headquarters ● Alaska & Gulf of Mexico OCS Regions ● Pacific OCS Region	SOL <sup>4</sup> -C SOL <sup>4</sup> -C SOL <sup>4</sup> -C				A	OMM FOIA Officer-A AOCS/GOMR FOIA Officer-A POCS FOIA Officer-C
POLICY AND MANAGEMENT IMPROVEMENT  ● AD's Office ● Divisions	SOL <sup>4</sup> -C SOL <sup>4</sup> -C		A		A	MMS FOIA Officer-C MMS FOIA Officer-C

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor      <sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Office of the Solicitor

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

VII. INFORMATION RESOURCES MANAGEMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
REQUESTS FOR APPROVAL TO ACQUIRE INFORMATION TECHNOLOGY RESOURCES*  A. Charge card purchases 1. \$0 to \$2,500						Card holder approving official - A OMM-Local IT Manager-A or C
B. All other IT acquisitions <sup>4</sup> . 1. \$2,500 to \$100,000  DIRECTORATE • All Organizational Components						Manager-R & Chief, IMD <sup>5</sup> -A
ADMINISTRATION AND BUDGET • All Organizational Components					R	Chief, IMD <sup>5</sup> -A
MINERALS REVENUE MANAGEMENT • All Other Organizational Components						Manager, ITC <sup>6</sup> -R & Chief, IMD <sup>5</sup> -A
OFFSHORE MINERALS MANAGEMENT • All Organizational Components						Local IT Mgr.-R; Asst. Ch., ITD <sup>7</sup> -C Chief, ITD <sup>7</sup> -C & Chief, IMD <sup>5</sup> -A
POLICY AND MANAGEMENT IMPROVEMENT • All Organizational Components					R	Chief, IMD <sup>5</sup> -A

A = Approve    C = Concur    R = Recommend

\*After receiving appropriate IT approval, follow the procurement authorities in XII. Procurement.

<sup>1</sup>Assistant Program Director, MRM    <sup>2</sup>MRM Manager is a GS-15 supervisor    <sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Purchases of PCs and laptops from the approved DOI contracts list does not require the approval of the Chief, IMD<sup>5</sup>

<sup>5</sup>Information Management Division (A&B)    <sup>6</sup>Information Technology Center (MRM)    <sup>7</sup>Information Technology Division (OMM)

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

VII. INFORMATION RESOURCES MANAGEMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. All other IT acquisitions (continued). 2. \$100,001 - \$500,000* <ul style="list-style-type: none"> <li>• Offshore Minerals Management</li> <li>• All Other Organizational Components</li> </ul>						Local IT Mgr.-R; Asst. Ch., ITD <sup>6</sup> -C; Chief, ITD <sup>6</sup> -C, Chief, IMD <sup>4</sup> -R, CIO <sup>5</sup> -A  Chief, IMD <sup>4</sup> -R, CIO <sup>5</sup> -A
3. \$500,001 - \$1,000,000* <ul style="list-style-type: none"> <li>• Offshore Minerals Management</li> <li>• All Other Organizational Components</li> </ul>						Local IT Mgr.-R; Asst. Ch., ITD <sup>6</sup> -C; Chief, ITD <sup>6</sup> -C, Chief, IMD <sup>4</sup> -R, CIO <sup>5</sup> -A, MMS ITIRB <sup>6</sup> -A  Chief, IMD <sup>4</sup> -R, CIO <sup>5</sup> -A, MMS ITIRB <sup>6</sup> -A

A = Approve C = Concur R = Recommend

<sup>1</sup>Assistant Program Director, MRM

<sup>4</sup>Information Management Division (A&B)

<sup>7</sup>Assistant Secretary-Land and Minerals Management

<sup>9</sup>Information Technology Management Council

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>5</sup>Chief Information Officer

<sup>8</sup>Office of Chief Information Officer

<sup>10</sup>Management Initiatives Team

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>6</sup>IT Investment Review Board

<sup>8</sup>approves if greater than \$2 million

<sup>11</sup>Management Excellence Council

\*Acquisitions that meet the following criteria must adhere to the Capital Planning and Investment Control (CPIC) Guidance, which is provided separately:

- Total IT lifecycle costs greater than \$2 million.
- Financial systems with a lifecycle cost greater than \$500,000.
- MMS Director determines it to have critical importance in accomplishing the bureau's mission (no dollar threshold).
- MMS Director determines it as being of sufficient interest to the public and/or Congress to merit continuous involvement by MMS senior-level management (no dollar threshold).
- Significant multiple-bureau and/or agency impact (no dollar threshold).
- Mandated by legislation or executive order, or identified by the Secretary as critical (no dollar threshold).
- Department strategic or mandatory-use system (no dollar threshold).
- Significantly differs from or affect the Department infrastructure, architecture, or standards guidelines (no dollar threshold).
- High risk as determined by OMB, GAO, Congress and/or the CIO (no dollar threshold).

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

VII. INFORMATION RESOURCES MANAGEMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. All other IT acquisitions (continued).  4. \$1,000,001 - \$5,000,000*  • Offshore Minerals Management  • All Other Organizational Components	AS/LM <sup>7</sup> -A OCIO <sup>8</sup> -A  AS/LM <sup>7</sup> -A OCIO <sup>8</sup> -A					Local IT Mgr.-R; Asst. Ch., ITD <sup>6</sup> -C; Chief, ITD <sup>6</sup> -C, Chief, IMD <sup>4</sup> -R, CIO <sup>5</sup> -A, MMS ITIRB <sup>6</sup> -A  Chief, IMD <sup>4</sup> -R, CIO <sup>5</sup> -A, MMS ITIRB <sup>6</sup> -A
5. \$5,000,001 and above*  • Offshore Minerals Management  • All Other Organizational Components	AS/LM <sup>7</sup> -A OCIO <sup>8</sup> -A ITMC <sup>9</sup> -A MIT <sup>10</sup> -A MEC <sup>11</sup> -A  AS/LM <sup>7</sup> -A OCIO <sup>8</sup> -A ITMC <sup>9</sup> -A MIT <sup>10</sup> -A MEC <sup>11</sup> -A					Chief, IMD <sup>4</sup> -R, CIO <sup>5</sup> -A, MMS ITIRB <sup>6</sup> -A  Chief, IMD <sup>4</sup> -R, CIO <sup>5</sup> -A, MMS ITIRB <sup>6</sup> -A

A = Approve C = Concur R = Recommend

<sup>1</sup>Assistant Program Director, MRM

<sup>4</sup>Information Management Division (A&B)

<sup>7</sup>Assistant Secretary-Land and Minerals Management

<sup>9</sup>Information Technology Management Council

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>5</sup>Chief Information Officer

<sup>8</sup>Office of Chief Information Officer approves if greater than \$2 million

<sup>10</sup>Management Initiatives Team

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>6</sup>IT Investment Review Board

<sup>11</sup>Management Excellence Council

\*Acquisitions that meet the following criteria must adhere to the Capital Planning and Investment Control (CPIC) Guidance, which is provided separately:

- Total IT lifecycle costs greater than \$2 million.
- Financial systems with a lifecycle cost greater than \$500,000.
- MMS Director determines it to have critical importance in accomplishing the bureau's mission (no dollar threshold).
- MMS Director determines it as being of sufficient interest to the public and/or Congress to merit continuous involvement by MMS senior-level management (no dollar threshold).
- Significant multiple-bureau and/or agency impact (no dollar threshold).
- Mandated by legislation or executive order, or identified by the Secretary as critical (no dollar threshold).
- Department strategic or mandatory-use system (no dollar threshold).
- Significantly differs from or affect the Department infrastructure, architecture, or standards guidelines (no dollar threshold).
- High risk as determined by OMB, GAO, Congress and/or the CIO (no dollar threshold).

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

VIII. MEMORANDUM OF UNDERSTANDING/AGREEMENT*	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. NEGOTIATE AND EXECUTE <u>UNFUNDED</u> MOU/MOA WHICH IS NOT PROGRAM-SPECIFIC OR WITH FOREIGN GOVERNMENTS, ORGANIZATIONS, OR GROUPS.		A				
B. NEGOTIATE AND EXECUTE PROGRAM-SPECIFIC <u>UNFUNDED</u> MOU/MOA WHICH IS CONSISTENT WITH THEIR RESPECTIVE RESPONSIBILITIES AND AUTHORITIES.  ADMINISTRATION AND BUDGET  ● All Organizational Components			A			
MINERALS REVENUE MANAGEMENT  ● All Organizational Components			A			
OFFSHORE MINERALS MANAGEMENT  ● Headquarters  ● OCS Regions					A  A	
POLICY AND MANAGEMENT IMPROVEMENT  ● All Organizational Components			A			

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

\*Memorandum of Understanding (MOU) and Memorandum of Agreement (MOA) are always unfunded and the terms are interchangeable. Consult with your servicing Procurement office for funded agreements, i.e., Cooperative Agreements, Inter/Intra-Agency Agreements, Grants, etc.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

IX. ORGANIZATION CHANGES	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. ORGANIZATION CHANGES AT THE BRANCH LEVEL AND BELOW WITH THE EXCEPTION OF THOSE SITUATIONS DESCRIBED IN B., BELOW.  ADMINISTRATION AND BUDGET  ● All Organizational Components			A			Staff Assistant to AD/A&B-C
MINERALS REVENUE MANAGEMENT  ● All Organizational Components			A			Staff Assistant to AD/A&B-C; AD/A&B-C
OFFSHORE MINERALS MANAGEMENT  ● All Organizational Components			A			Staff Assistant to AD/A&B-C; AD/A&B-C
POLICY AND MANAGEMENT IMPROVEMENT  ● All Organizational Components			A			Staff Assistant to AD/A&B-C; AD/A&B-C
B. PROPOSED ORGANIZATION CHANGES ABOVE THE BRANCH LEVEL, OR INVOLVING THE OPENING, CLOSING, OR RELOCATING OF ANY PERMANENT FIELD ORGANIZATION.	AS/PMB <sup>4</sup> -A	C	R <sup>5</sup>			Staff Assistant to AD/A&B-C; AD/A&B-C

A = Approve      C = Concur      R = Recommends

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Assistant Secretary - Policy, Management and Budget

<sup>5</sup>Program recommends

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. STAFFING AND CLASSIFICATION						
1. Abolishment of positions which will result in a reduction-in-force action or reassignment in lieu of a reduction-in-force.			A			Chief, Personnel Division-C
2. Appointment above the minimum rate (Superior Qualifications Appointment).						
a. Increases not exceeding 20 percent of pay.					A	Reg. Supervs. AOCs/GOM Regions-A; Program Office Chiefs, POCS-A Consult with Servicing Pers Office
b. Increases above 20 percent of pay.	AS/LM <sup>4</sup> -A					Consult with Servicing Pers Office
3. Appointments based on White House service.	SEC <sup>5</sup> -A					Chief, Personnel Division-C
4. Details						
a. Outside MMS within DOI.					A	Consult with Servicing Pers Office
b. Outside DOI.					A	Consult with Servicing Pers Office
c. Extensions beyond 1 year of all details outside MMS.					A	Consult with Servicing Pers Office

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Assistant Secretary - Land and Minerals Management

<sup>5</sup>Office of the Secretary

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. STAFFING AND CLASSIFICATION (continued)						
4. Details (continued)						
d. From excepted to competitive service (within DOI).			A			Consult with Servicing Pers Office
e. SES (not to exceed 120 days).		A <sup>4</sup>	A			Consult with Servicing Pers Office
f. SES (beyond 120 days).	ERB <sup>5</sup> -A					Consult with Servicing Pers Office
g. Schedule C (beyond 120 days).	AS/PMB <sup>6</sup> -A					Consult with Servicing Pers Office
5. Emergency 1-month temporary limited appointments for special needs.						
• Administration and Budget			A			
• Minerals Revenue Management				A <sup>7</sup>	A <sup>8</sup>	Consult with Servicing Pers Office
• All Other Organizations					A	Consult with Servicing Pers Office
6. Emergency indefinite appointments in a national emergency.			A			Consult with Servicing Pers Office
7. Appointments for up to 60 days as an exception to statutory nepotism restriction in an emergency.			A			Consult with Servicing Pers Office
8. Appointment of experts and consultants.	AS/PMB <sup>6</sup> -A					Consult with Servicing Pers Office

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor.      <sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Approval level for positions reporting directly to the Director.      <sup>5</sup>Executive Resources Board

<sup>6</sup>Assistant Secretary - Policy, Management and Budget      <sup>7</sup>APD approves GS-15s located outside DC.      <sup>8</sup>MRM Manager approves GS-14s and below.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>A. STAFFING AND CLASSIFICATION (continued)</p> <p>9. Authority to act finally with respect to approving and modifying Intergovernmental Personnel Act (IPA) agreements.</p> <p style="margin-left: 20px;">a. SES</p> <p style="margin-left: 20px;">b. Agreements resulting from a complaint resolution (i.e., EEO complaints, arbitration, labor relations dispute resolution, court orders, etc.).</p> <p style="margin-left: 20px;">c. All others</p>	<p style="margin-left: 20px;">DAS/HR-A<sup>4</sup></p> <p style="margin-left: 20px;">DAS/HR-A<sup>4</sup></p>					<p style="margin-left: 20px;">Consult with Chief, Personnel Div.</p> <p style="margin-left: 20px;">Consult with Chief, Personnel Div.</p> <p style="margin-left: 20px;">Consult with Servicing Personnel Office (SPO); SPO will send IPA copy to Chief, Human Resources Systems and Benefits Branch</p>
<p>10. Modification of OPM qualifications standards for internal placement actions.</p> <p style="margin-left: 20px;">a. MINERALS REVENUE MANAGEMENT</p> <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Field Offices</li> </ul> <p style="margin-left: 20px;">b. ALL OTHER ORGANIZATIONS</p> <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Field Offices</li> </ul>				<p style="margin-left: 20px;">A<sup>5</sup></p> <p style="margin-left: 20px;">A<sup>5</sup></p>	<p style="margin-left: 20px;">A<sup>6</sup></p> <p style="margin-left: 20px;">A<sup>6</sup></p> <p style="margin-left: 20px;">A</p> <p style="margin-left: 20px;">A</p>	<p style="margin-left: 20px;">Consult with Servicing Pers Office</p>

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>4</sup>Deputy Assistant Secretary - Human Resources      <sup>5</sup>APD approves GS-15s

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>6</sup>MRM Managers approve GS-14s



## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOIO	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. STAFFING AND CLASSIFICATION (continued)						
12. Authority to sign the Notification of Personnel Action (SF-50).						
a. Actions affecting SES employees.						Chief, Personnel Division-A
b. Actions affecting GS/GM-15 employees and below (and equivalent FWS employees).						Servicing Personnel Office-A
c. Actions resulting from reduction-in-force.						Servicing Personnel Office-A
13. Preclearance requirements for SES and Schedule C positions.	AS/PMB <sup>4</sup> -A					
14. Authority to approve a recruitment bonus not to exceed 25 percent of the base pay of the position).						
a. SES, Senior Level (SL), and Scientific and Professional (ST) positions.	ERB <sup>5</sup> -A					
b. All other positions.		A				Consult with Servicing Pers Office
15. Authority to pay a relocation bonus.						
a. SES, Senior Level (SL), and Scientific and Technical (ST) positions.	ERB <sup>5</sup> -A					
b. All other positions.		A				Consult with Servicing Pers Office

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor.      <sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Assistant Secretary - Policy, Management and Budget      <sup>5</sup>Executive Resources Board

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS	
<p>A. STAFFING AND CLASSIFICATION (continued)</p> <p>16. Authority to approve a retention allowance (not to exceed 25 percent of current basic pay).</p> <p style="padding-left: 20px;">a. SES, Senior Level (SL), and Scientific and Technical (ST) positions.</p> <p style="padding-left: 20px;">b. All other positions.</p> <p>17. Authority to approve a student loan repayment benefit for recruitment or retention purposes.</p> <p>18. Authority to grant exception to use of Highest Previous Rate rule when setting pay.</p> <p>19. Retained grade/pay (e.g., for involuntary downgrade or voluntary acceptance of lower grade).</p> <ul style="list-style-type: none"> <li>• DIRECTOR'S OFFICE</li> <li>• ADMINISTRATION AND BUDGET</li> <li>• MINERALS REVENUE MANAGEMENT</li> <li>• OFFSHORE MINERALS MANAGEMENT</li> <li>• POLICY AND MANAGEMENT IMPROVEMENT</li> </ul>	ERB <sup>4</sup> -A	A	A	A	A <sup>5</sup>  A	A <sup>6</sup>	<p>Consult with Servicing Pers Office</p> <p>Chief, Personnel Division-A</p> <p>Deputy Director-A /Consult with Servicing Pers Office</p> <p>Consult with Servicing Pers Office</p>

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor.      <sup>3</sup>Includes the Regional Manager, Pacific Region  
<sup>4</sup>Executive Resources Board      <sup>5</sup>APD approves GS-15s      <sup>6</sup>MRM Managers approve GS-14s

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. STAFFING AND CLASSIFICATION (continued)						
20. Authority to approve a supervisory differential.			A			Consult with Servicing Pers Office
21. Authority to approve temporary limited appointments for 1 year. May be extended 1 year.						
a. MINERALS REVENUE MANAGEMENT				A <sup>4</sup>	A <sup>5</sup>	Consult with Servicing Pers Office
b. ALL OTHER ORGANIZATIONS					A	Consult with Servicing Pers Office
22. Authority to approve term appointments.						
a. Appointments not to exceed 4 years.			A			Consult with Servicing Pers Office
b. Extensions (no authority to extend beyond 4 years).			A			Consult with Servicing Pers Office
23. Authority to approve term promotions.						
a. Promotions not to exceed 5 years. (more than 120 days must be competed)			A			Consult with Servicing Pers Office
b. Extensions beyond 5 years.	D/PPM <sup>6</sup> -C					OPM approves through the Director of Personnel
24. Authority to pay for travel to and from preemployment interview.						
a. MINERALS REVENUE MANAGEMENT				A <sup>4</sup>	A <sup>5</sup>	Consult with Servicing Pers Office
b. ALL OTHER ORGANIZATIONS					A	Consult with Servicing Pers Office

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor.      <sup>3</sup>Includes the Regional Manager, Pacific Region  
<sup>4</sup>APD approves GS-15s      <sup>5</sup>MRM Managers approve GS-14s      <sup>6</sup>Director, Office of Personnel Policy

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. STAFFING AND CLASSIFICATION (continued)						
25. Authority to waive time-in-grade requirements established by OPM.	AS/LM-A <sup>4</sup>					Director, Office of Pers. Policy-C
26. Authority to hire private sector temporaries.					A	Consult with Procurement Office/ Servicing Personnel Office
27. Authority to issue Interest Memorandum.						First level supervisor. Consult with Servicing Personnel Office
B. HOURS OF DUTY						
1. Alternative work schedules.						
a. Authority to approve an alternative work schedule program Bureauwide.		A				Consult with Servicing Pers Office
b. Implementation of an alternative work schedule (establishing work schedule and core hours) programwide after approval under B.1.a. above.			A			Consult with Servicing Pers Office
2. Authority to approve exceptions to established work schedule Programwide.			A			Consult with Servicing Pers Office

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Assistant Secretary - Lands and Minerals Management

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. HOURS OF DUTY (continued)  3. Authority to approve individual employee request for nonstandard work schedules.  a. MINERALS REVENUE MANAGEMENT • Headquarters • Field  b. ALL OTHER ORGANIZATIONS  4. Authority to approve employees to telecommute under Flexiplace arrangements.  • DIRECTORATE			A		A	Chief, Personnel Division-C ASC-C Chief, Personnel Division-C/ASC-C  Deputy Director-A
• ADMINISTRATION AND BUDGET					A	
• MINERALS REVENUE MANAGEMENT					A	
• OFFSHORE MINERALS MANAGEMENT					A	Chief, Program Servs., AOCs-A Reg. Supervs., GOMR-A; Program Office Chiefs, POCs-A
• POLICY AND MANAGEMENT IMPROVEMENT					A	

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>C. PAY/OVERTIME</p> <p>1. Authority to approve overtime work of 20 hrs. or less in any calendar week whether compensated by pay or compensatory time off.</p> <ul style="list-style-type: none"> <li>• ADMINISTRATION AND BUDGET</li> <li>• ALL OTHER ORGANIZATIONS</li> </ul>			A		A <sup>4</sup>	Chief, Program Servs., AOCS-A Reg. Supervs., GOMR-A; Program Office Chiefs, POCS-A
<p>2. Authority to approve overtime work in excess of 20 hours in any calendar week whether compensated by pay or compensatory time off.</p> <p>3. Authority to approve overtime pay for non-emergency situations for employees at GS/GM-14/15 level, and for any employees regardless of grade level in excess of 600 hours in a calendar year.</p> <p>4. Hazardous duty pay for OCS Regions.</p>		A	A			Regional Directors-A <sup>3</sup> ; Consult with Servicing Personnel Office
<p>D. ATTENDANCE AND LEAVE</p> <p>1. Authority to approve annual leave.</p> <ul style="list-style-type: none"> <li>a. Up to 15 consecutive working days.</li> <li>b. Over 15 consecutive working days.</li> <li>c. Advanced annual leave.</li> </ul> <p>2. Authority to approve absence of up to 1 hour without charge to annual or sick leave.</p>						First level supervisor-A Second level supervisor-A Second level supervisor-A First level supervisor-A

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>May be approved by first level supervisor in an emergency as specified by the Division Chief, Regional Supervisor, or higher.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>D. ATTENDANCE AND LEAVE (continued)</p> <p>3. Authority to approve excused absences for groups of employees when normal operations are interrupted by events or emergencies beyond the control of the office or employees, i.e., extreme weather conditions, serious interruption to public transportation, disasters (fire, flood, or power failure) or any other condition which prevents employees from working or reporting to work.</p> <p>a. 50 or more employees</p> <ul style="list-style-type: none"> <li>• Offices within Washington, DC</li> <li>• Offices in the Washington Metropolitan Area (outside the Capital Beltway)</li> <li>• Field Offices</li> </ul> <p>b. 49 or less employees</p> <ul style="list-style-type: none"> <li>• Offices within Washington, DC</li> <li>• Offices in the Washington Metropolitan Area (outside the Capital Beltway)</li> <li>• Field Offices</li> </ul>	PPM <sup>4</sup>	A	AD/A&B-A			Head of Field Offices
			AD/A&B-A	DAD/OMM-A		
			AD/PMI-A	DAD/MRM-A	RDs/ASC Mgrs-A	

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<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Office of Personnel - Policy

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
D. ATTENDANCE AND LEAVE (continued)						
4. Authority to approve Leave Without Pay.						
a. For no more than 1 day per request AND for not more than 40 hours cumulative in a leave year.						First level supervisor-A
b. Up to 30 calendar days for any justifiable reason.						Second level supervisor-A
c. Up to 3 months for employee relocations.						Second level supervisor-A
d. Up to 6 months for service with a non-Federal, public, or quasi-public organization; for care of family during illness; pregnancy, maternity, or adoption purposes. (See time off based on Family Medical Leave Act.)						Second level supervisor-A
e. Extensions of the above, up to 1 year						
• DIRECTORATE						Deputy Director -A
• ADMINISTRATION AND BUDGET			A			
• MINERALS REVENUE MANAGEMENT			A			
• OFFSHORE MINERALS MANAGEMENT			A			
• POLICY AND MANAGEMENT IMPROVEMENT			A			
f. Up to 1 year for illness or disability; education purposes; employee elected or appointed to a union office.						
• DIRECTORATE						Deputy Director-A

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<sup>3</sup>Includes the Regional Manager, Pacific Region





## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>E. EMPLOYEE RELATIONS (continued)</p> <p>1. Authority to propose and decide reduction-in-grade or removal actions based on unsatisfactory performance (continued).</p> <p>MINERALS REVENUE MANAGEMENT</p> <ul style="list-style-type: none"> <li>• AD's Office and Chief of Staff</li> <li>• All Other Organizational Components</li> </ul>						<p>If Chief of Staff proposes, AD decides. If AD proposes, Deputy Director decides.</p> <p>If GS-13 supervisor or higher proposes, official one level above decides.</p>
<p>OFFSHORE MINERALS MANAGEMENT</p> <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• OCS Regions</li> </ul>						<p>Branch Chief or higher proposes; official one level above decides. If AD proposes, Deputy Director decides.</p> <p>District Manager, Chief of Program Servs., or higher proposes; official one level above decides. If RD proposes, AD decides.</p>
<p>POLICY AND MANAGEMENT IMPROVEMENT</p> <ul style="list-style-type: none"> <li>• AD's Office</li> <li>• Divisions</li> </ul>						<p>If AD proposes, Deputy Director decides.</p> <p>Division Chief proposes; AD decides.</p>

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<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>E. EMPLOYEE RELATIONS (continued)</p> <p>2. Authority to propose and decide disciplinary and adverse actions from letters of warning to suspensions for 14 days or less for disciplinary reasons.</p> <p style="margin-left: 20px;">a. Letters of warning or reprimand.</p> <p style="margin-left: 20px;">b. Suspensions of 14 days or less.</p>						<p>First level supervisor issues</p> <p>First level supervisor proposes; one level above proposing official decides. If AD proposes, Deputy Director decides.</p>
<p>3. Authority to propose and decide to furlough employees for 30 days or less.</p>						Deputy Director proposes; Director decides.
<p>4. Authority to propose and decide disciplinary action including removal, suspensions for more than 14 days, reduction in grade, and reduction in pay.</p> <p>DIRECTORATE</p> <ul style="list-style-type: none"> <li>• Director's Staff</li> <li>• Staff Offices</li> </ul>						<p>Deputy Director proposes; Director decides.</p> <p>Office Chief proposes; Deputy Director decides</p>
<p>ADMINISTRATION AND BUDGET</p> <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Administrative Service Centers</li> </ul>						<p>Branch Chief or higher proposes; official one level above decides. If AD proposes, Deputy Director decides.</p> <p>Branch Chief proposes; ASC Mgr. decides. If ASC Mgr. proposes, AD decides.</p>

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<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>E. EMPLOYEE RELATIONS (continued)</p> <p>4. Authority to propose and decide disciplinary action including removal, suspensions for more than 14 days, reduction in grade, and reduction in pay (continued).</p> <p>MINERALS REVENUE MANAGEMENT</p> <ul style="list-style-type: none"> <li>• AD's Office and Chief of Staff</li> <li>• All Other Organizational Components</li> </ul>						<p>If Chief of Staff proposes, AD decides. If AD proposes, Deputy Director decides.</p> <p>If GS-13 Supervisor or higher proposes, official one level above decides.</p>
<p>OFFSHORE MINERALS MANAGEMENT</p> <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• OCS Regions</li> </ul>						<p>Branch Chief or higher proposes; official one level above decides. If AD proposes, Deputy Director decides.</p> <p>District Manager, Chief of Program Servs., or higher proposes; official one level above decides. If RD proposes, AD decides.</p>
<p>POLICY AND MANAGEMENT IMPROVEMENT</p> <ul style="list-style-type: none"> <li>• AD's Office</li> <li>• Divisions</li> </ul>						<p>If AD proposes, Deputy Director decides.</p> <p>Division Chief proposes; AD decides.</p>

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<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
E. EMPLOYEE RELATIONS (continued)						
5. Authority to decide the removal of applicants, appointees, and contract employees based on an unfavorable personnel background investigation under the provisions of 5 CFR 731.			A&B-A			MMS Security Officer proposes
6. Authority to decide the removal of employees based on an unfavorable personnel background investigation under the provisions of 5 CFR 752.			A&B-A			MMS Security Officer proposes
7. Authority to decide the removal of employees for reasons other than listed above and not covered by the provisions of 5 CFR 752.						
a. Schedule C employees.		A				
b. Employees with appointments made with advice and consent of Senate.		A				
c. Presidential appointees.		A				
d. Reemployed annuitants.					A	Regional Supervisor, AOCS/GOMR-A Program Office Chiefs, POCS-A
8. Authority to propose and decide separation of an employee prior to the expiration of the probationary period.						
a. For conduct or performance after appointment.						First level supervisor decides
b. For reasons occurring prior to employment but previously unknown.						First level supervisor proposes; official one level above decides

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<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>E. EMPLOYEE RELATIONS (continued)</p> <p>9. Authority to decide informal and formal grievances.</p> <p style="margin-left: 20px;">a. Informal grievance.</p> <p style="margin-left: 20px;">b. Formal grievance.</p> <p>DIRECTORATE</p> <ul style="list-style-type: none"> <li>• Director's Staff</li> <li>• Staff Offices</li> </ul>		A				<p>First level supervisor<sup>4</sup></p> <p>Submit written grievance to the Servicing Personnel Office for referral to the appropriate deciding official (normally one administrative level above the official deciding the informal grievance, except no lower than as provided below).</p> <p>[Note: When the ADR process is used, the supervisor who would be the deciding official at the formal grievance stage and the servicing personnel officer approve any settlement agreement.]</p> <p>Deputy Director decides. Also decides when an AD decided at informal stage.</p>
<p>ADMINISTRATION AND BUDGET</p> <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Administrative Service Centers</li> </ul>					A  A	<p>If AD decides informal grievance, Deputy Dir. decides formal grievance.</p>

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<sup>4</sup>or next higher administrative level if grievance concerns the relationship with, or actions taken by, the first level supervisor.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
E. EMPLOYEE RELATIONS (continued)  9. b. Formal grievance (continued)  MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>• AD's Office and Chief of Staff</li> <li>• All Other Organizational Components</li> </ul>			A			If AD decides informal grievance, Deputy Dir. decides formal grievance.  Second level supervisor decides
OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• OCS Regions</li> </ul>					A	If AD decides informal grievance, Deputy Dir. decides formal grievance.  Regional Supervs., AOCS/GOMR and Program Office Chiefs, POCS decide. If formal grievance is against Regional Superv. or Program Office Chief, the next level up decides (second level supervisors).
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>• AD's Office</li> <li>• Divisions</li> </ul>			A		A	If AD decides informal grievance, Deputy Dir. decides formal grievance.  Division Chief or higher decides
10. Authority to appraise performance and to determine whether an employee's work is of an acceptable level of competence based on the employee's performance during the waiting period since the employee's last within-grade or equivalent increase.  a. Annual appraisal; and level of competence determination  b. Negative determination letter						First level supervisor certifies  First level supervisor issues

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## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
E. EMPLOYEE RELATIONS (continued)  10. c. Reconsideration of negative determination (normally one level above the reviewing official for the employee's performance rating).  DIRECTORATE  <ul style="list-style-type: none"> <li>• Director's Staff</li> <li>• Staff Offices</li> </ul>		A				Director issues reconsideration decision (except when Dir. denies WIGI, then AS/LM Issues reconsideration decision)  Deputy Director issues reconsideration decision
ADMINISTRATION AND BUDGET  <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Administrative Service Centers</li> </ul>					A  A	If AD issues negative determination, Deputy Director issues reconsideration decision.  If ASC Manager issues negative determination, AD issues reconsideration decision.
MINERALS REVENUE MANAGEMENT  <ul style="list-style-type: none"> <li>• AD's Office and Chief of Staff</li> <li>• All Other Organizational Components</li> </ul>			A		A	If AD issues negative determination, Deputy Director issues reconsideration decision.  MRM Manager or higher issues.

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<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
E. EMPLOYEE RELATIONS (continued)  10.c. Reconsideration of negative determination (continued).  OFFSHORE MINERALS MANAGEMENT  <ul style="list-style-type: none"> <li>• Headquarters</li>   <li>• OCS Regions</li> </ul>					A	If AD issues negative determination, Deputy Director issues reconsideration decision.  Regional Supervisors, AOCS/GOMR-A Program Office Chiefs, POCS-A
POLICY AND MANAGEMENT IMPROVEMENT  <ul style="list-style-type: none"> <li>• AD's Office</li>   <li>• Divisions</li> </ul>					A	If AD issues negative determination, Deputy Director issues reconsideration decision.  Division Chief or higher issues.
11. Authority to decide on employee's request for review of a performance rating.  12. Authority to sign for the Bureau on settlement agreements with the Merit Systems Protection Board.			A&B-A <sup>4</sup>			The official above the reviewer of the rating, but no higher than the Director.  Chief, Personnel Division-C (NOTE: The Chief, Pers. Div. reviews and concurs with the final draft of agreement prior to AD/A&B signing.)

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<sup>4</sup>Deciding official in the action being appealed signs, unless the aggregate monetary awards of back pay and associated items (e.g., monetary reimbursements for overtime, leave, awards, etc.) including attorney fees, exceeds \$10,000 and/or contains compensatory damages. In such cases, the AD/A&B signs. If the AD/A&B was the deciding official, the Deputy Director signs.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>E. EMPLOYEE RELATIONS (continued)</p> <p>13. Authority to approve/disapprove all involuntary separations resulting in optional or discontinued service retirement.</p>			A&B-A			If a proposed separation is the result of action by the AD/A&B, the Deputy Director-A
<p>F. AWARDS</p> <p>1. Authority to approve cash awards up to \$4,999 and Quality Step Increases (QSI). (QSIs are subject to review by the servicing personnel office and approving official.)</p> <p>DIRECTORATE</p> <p>a. Cash awards up to \$2,500 &amp; QSIs</p> <p>b. Cash awards \$2,501 to \$4,999</p>						<p>Office Chiefs-A</p> <p>Deputy Director-A</p>
<p>ADMINISTRATION AND BUDGET</p> <p>a. Cash awards up to \$2,500 &amp; QSI's</p> <p>b. Cash awards \$2,501 to \$4,999</p>			A		A	Division Chiefs, ASC Managers, and Headquarters Staff Office Heads

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<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
F. AWARDS (continued)						
MINERALS REVENUE MANAGEMENT						
a. Cash awards up to \$1,000						First level supervisor
b. Cash awards \$1,001 to \$2,000						GS-14s/MRM Managers
c. Cash awards \$2,001 to \$2,500 and QSI					A	
d. Cash awards \$2,501 to \$3,500				A		
e. Cash awards \$3,501 to \$4,999			A			
OFFSHORE MINERALS MANAGEMENT						
a. Cash awards up to \$2,500 & QSI					A	Chief, Program Services, AOCS-A Regional Supervisors, GOMR-A; Program Office Chiefs, POCS-A
b. Cash awards \$2,501 to \$3,500				A	Reg. Dir.-A/ Reg. Mgr., POCS-A	
c. Cash awards \$3,501 to \$4,999			A			
POLICY AND MANAGEMENT IMPROVEMENT						
a. Cash awards up to \$2,500 & QSI					A	
b. Cash awards \$2,501 to \$4,999			A			
2. Authority to approve cash awards of \$5,000 and above	AS/LM <sup>4</sup> -A	C				Chief, Personnel Division-C

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<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Assistant Secretary - Land and Minerals Management

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
F. AWARDS (continued)						
3. Group awards up to \$10,000 with no individual award greater than \$4,999.		A				
4. Group awards over \$10,000 or with individual award amounts of \$5,000 or greater.	AS/LM <sup>4</sup> -A	C				Chief, Personnel Division-C
5. Authority to approve honor awards						
a. First level honor awards <sup>5</sup>		A	C			Chief, Personnel Division-C
b. Second level and above honor awards <sup>6</sup>	AS/LM <sup>4</sup> -A	C	C			Chief, Personnel Division-C
6. Authority to issue awards for length of service in the Federal Government						
a. 10-Year Awards						
DIRECTORATE						
• Director's Staff		A				Director signs certificate
• Associate Directors		A				Director signs certificate
• Staff Offices						Office Chief signs certificate
ADMINISTRATION AND BUDGET						
• Headquarters					A	Division Chief signs certificate
• Administrative Service Centers					A	ASC Manager signs certificate

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<sup>4</sup>Assistant Secretary - Land and Minerals Management

<sup>5</sup>Superior Service, Citizen's Awards for Exceptional Service, Citizen's Awards for Bravery, and Exemplary Act Awards.

<sup>6</sup>Distinguished Service, Conservation Service Awards, Valor Awards, Meritorious Service, Outstanding Service, and Unit Awards.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
F. AWARDS (continued) a. 10-Year Awards (continued) MINERALS REVENUE MANAGEMENT • AD's Office and Chief of Staff • All Other Organizational Components					A	Office Chief signs certificate MRM Manager or above signs certificate
OFFSHORE MINERALS MANAGEMENT • Headquarters • OCS Regions					A	Division Chief signs certificate Regional Director signs certificate
POLICY AND MANAGEMENT IMPROVEMENT • AD's Office • Divisions			A		A	AD signs certificate Division Chief signs certificate
b. 20-Year Award c. 30-Year Award and above 7. Authority to grant time off duty as an incentive award a. Up to 1 work day b. In excess of 1 work day		A	A		A	AD signs certificate Dir. signs certificate & letter First level supervisor-A Reg. Supervs., AOCs/GOM Regions-A; Program Office Chiefs, POCS-A and Headquarters Staff Office Heads-A

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<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>G. ETHICS - CONFLICT OF INTEREST</p> <p>1. Approval of advance authorization to engage in outside work or activity. (If denied, Director makes final determination.) (MMS Form 1510 required.)</p> <p>2. Advance approval to serve as officer to private sector organization on official time. (Memorandum of Understanding and 18 USC 208(b)(1) waiver required.)</p> <p>3. Advance approval to accept travel-related expenses from a non-Federal source to attend a meeting, conference, or similar event.</p> <p>4. Advance approval to accept expenses for travel entirely outside the U.S. from a foreign government.</p> <p>5. Advance approval to accept travel-related expenses from an organization tax exempt under 501(c)(3) of the IRS Code.</p> <p>6. Advance approval to accept free attendance at widely-attended events (DI-1958 required).</p>	AS/PMB <sup>4</sup> -A		C		A	<p>Ethics Official-C</p> <p>Deputy Ethics Counselor-A</p> <p>Authorizing official for travel-A (Consult with Ethics Official.)</p> <p>Ethics Office-A</p> <p>Supervisor-A (Consult with Ethics Official.)</p>

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<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Assistant Secretary - Policy, Management and Budget

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

X. PERSONNEL	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>H. HUMAN RESOURCES SYSTEMS</p> <p>1. Request approval for access to the Federal Personnel Payroll System (user ID and password) using Form FPPS-2 (Individual Computer Users Statement of Responsibilities)</p> <ul style="list-style-type: none"> <li>• All Organizations</li> </ul>						Immediate Supervisor-A and FPPS Data Custodian-C
<p>2. Request approval for access using Form FPPS-1 (Access Request Form) for:</p> <p>a. SF-52s (requesting office commands) for all organizations</p> <ul style="list-style-type: none"> <li>• Bureauwide access</li> <li>• Programwide access</li> <li>• Divisionwide (or equivalent) access</li> <li>• Branchwide (or equivalent) access</li> </ul> <p>b. Employee Data (Datamart, BRIO, Query tool, Insight, FTP Reports, Quickview, QUICKTIME) for all organizations</p> <ul style="list-style-type: none"> <li>• Bureauwide access</li> <li>• Programwide access</li> <li>• Divisionwide (or equivalent) access</li> <li>• Branchwide (or equivalent) access</li> </ul>			C  A     C  A		A       A	<p>FPPS Data Custodian-A</p> <p>FPPS Data Custodian-C</p> <p>FPPS Data Custodian-C</p> <p>Branch Chief (or equivalent)-A &amp; FPPS Data Custodian-C</p> <p>FPPS Data Custodian-A</p> <p>FPPS Data Custodian-C</p> <p>FPPS Data Custodian-C</p> <p>Branch Chief (or equivalent)-A &amp; FPPS Data Custodian-C</p>

A = Approve    C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XI. PRIVACY ACT REQUESTS	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELEASES DIRECTORATE <ul style="list-style-type: none"> <li>● Staff Offices</li> </ul>						Office Chiefs-A, MMS Privacy Officer-C
ADMINISTRATION AND BUDGET <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Southern Administrative Service Center</li> <li>● Western Administrative Service Center</li> </ul>					A A	MMS Privacy Officer-A SASC Privacy Officer-C WASC Privacy Officer-C
MINERALS REVENUE MANAGEMENT <ul style="list-style-type: none"> <li>● AD's office</li> <li>● All Other Organizational Components</li> </ul>			A		A	MRM Privacy Officer-C MRM Privacy Officer-C
OFFSHORE MINERALS MANAGEMENT <ul style="list-style-type: none"> <li>● All Organizational Components</li> </ul>						OMM Privacy Officer-A
POLICY AND MANAGEMENT IMPROVEMENT <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	MMS Privacy Officer-C MMS Privacy Officer-C

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor      <sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XI. PRIVACY ACT REQUESTS	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
B. DENIALS, INCLUDING PARTIAL DENIALS DIRECTORATE <ul style="list-style-type: none"> <li>● Staff Offices</li> </ul>						Office Chiefs-A, MMS Privacy Officer-C
ADMINISTRATION AND BUDGET <ul style="list-style-type: none"> <li>● Headquarters</li> <li>● Southern Administrative Service Center</li> <li>● Western Administrative Service Center</li> </ul>	SOL <sup>4</sup> -C  SOL <sup>4</sup> -C				A  A	MMS Privacy Officer-A SASC Privacy Officer-C WASC Privacy Officer-C
OFFSHORE MINERALS MANAGEMENT <ul style="list-style-type: none"> <li>● All Organizational Components</li> </ul>						OMM Privacy Officer-A
MINERALS REVENUE MANAGEMENT <ul style="list-style-type: none"> <li>● AD's office</li> <li>● All Other Organizational Components</li> </ul>			A		A	MRM Privacy Officer-C MRM Privacy Officer-C
POLICY AND MANAGEMENT IMPROVEMENT <ul style="list-style-type: none"> <li>● AD's Office</li> <li>● Divisions</li> </ul>			A		A	MMS Privacy Officer-C MMS Privacy Officer-C
C. Appeals by individuals on denials	A					

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<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor      <sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Office of the Solicitor

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XII. PROCUREMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. IT PROCUREMENTS*						
1. Offices serviced by Headquarters/PSSD <sup>4</sup> (unlimited).						Contracting Officer procures
2. Offices serviced by Western ASC (unlimited).						Contracting Officer procures
3. Offices serviced by Southern ASC (limited to \$100,000 open market and limited to DOI approval threshold for established sources of supply including delivery orders against Bureau, other DOI or Federal Agency contracts unless restricted by limits in the contract/instrument).						Contracting Officer procures
B. NON-IT PROCUREMENTS						
1. Offices serviced by Headquarters/PSSD <sup>4</sup> (unlimited).						Contracting Officer procures
2. Offices serviced by Western ASC (unlimited).						Contracting Officer procures
3. Offices serviced by the Southern ASC (limited to \$100,000 open market and unlimited for geophysical and geological data and information and established sources of supply). <sup>5</sup>						Contracting Officer procures
C. PURCHASE CARD PROCUREMENTS						
1. Less than \$2,500.						Designated program personnel with delegation of authority
2. Over \$2,500 up to \$25,000 from established sources of supply.						Designated program personnel with warranted contracting officer authority

A = Approve C = Concur

\*Refers to authorities by acquisition personnel and purchase card holders for approved IT requirements (see VII. IRM, for approval to acquire IT resources).

<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor      <sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Procurement and Support Services Division, A&B      <sup>5</sup>The Regional Supervisor for Resource Evaluation, GOMR has been delegated authority to authorize reimbursement for costs associated with the processing and reproduction of G&G data and information; unlimited from permittees, up to \$100,000 from other sources.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XII. PROCUREMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
D. OFF-THE-SHELF TRAINING PROCUREMENTS.						SF-182 Approval Procedures-A
1. \$2,500 UP TO \$25,000						Contracting Officer-A
2. Over \$25,000						BPC <sup>4</sup> -A/Supervisor nominates
E. CONTRACTING OFFICER WARRANT APPOINTMENTS AND TERMINATIONS.						BPC <sup>4</sup> -A
F. AUTHORITY TO APPOINT NON-PROCUREMENT PERSONNEL AS ORDERING OFFICIALS UNDER THE GENERAL SERVICES ADMINISTRATION'S FTS2001/MCIW CONTRACT FOR TELECOMMUNICATIONS SERVICES.						Contracting Officer-A
G. CONTRACTING OFFICER TECHNICAL REPRESENTATIVE APPOINTMENTS AND TERMINATIONS.						HCA <sup>5</sup> -A
H. WAIVER OF CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR) CERTIFICATION REQUIREMENTS.						BPC <sup>4</sup> and Contracting Officer-C
I. NON-IT ACQUISITIONS GREATER THAN \$1,000,000 (DM 218).	AS/LM <sup>6</sup> -A	C	C			
J. INTERAGENCY AGREEMENTS (IA).						
1. Economy Act Determinations.						
a. \$0 up to \$100,000						Contracting Officer-C/CCO <sup>8</sup> -A
b. Over \$100,000 up to \$500,000	SOL <sup>7</sup> -C					Contracting Officer-C/CCO <sup>8</sup> -A
c. Over \$500,000 and above	SOL <sup>7</sup> -C					HCA <sup>5</sup> -A/BPC <sup>4</sup> & Contracting Officer-C
2. Authority of determinations for IA's under OCSLA or FOGRMA (without limitations on dollar value).						Contracting Officers-C/CCO <sup>8</sup> -A

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<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor      <sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Bureau Procurement Chief      <sup>5</sup>Head of Contracting Activity (Associate Director, A&B)

<sup>6</sup>Assistant Secretary - Land and Minerals Management      <sup>7</sup>Office of the Solicitor      <sup>8</sup>Chief of the Contracting Office

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XII. PROCUREMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
K. RATIFICATION OF UNAUTHORIZED PROCUREMENT ACTIONS.  1. \$0 up to \$2,500 2. Over \$2,500 up to \$10,000. 3. Over \$10,000 up to \$25,000. 4. Over \$25,000.	SOL <sup>5</sup> -C					CCO <sup>4</sup> -A CCO <sup>4</sup> -A BPC <sup>6</sup> -A HCA <sup>7</sup> -A/BPC <sup>6</sup> & Contracting Officer-C
L. APPROVAL OF REQUIREMENTS FOR OTHER THAN FULL AND OPEN COMPETITION.  1. Certification of accuracy and completeness of Justification for Other Than Full and Open Competition (JOFOC). a. \$0 up to \$500,000.						Requisitioner-A
b. Over \$500,000 up to \$10,000,000.  ADMINISTRATION AND BUDGET  ● Headquarters  ● Administrative Service Centers					A A	
MINERALS REVENUE MANAGEMENT					A	
OFFSHORE MINERALS MANAGEMENT  ● Headquarters  ● OCS Regions					A A	
POLICY AND MANAGEMENT IMPROVEMENT					A	

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM  
<sup>4</sup>Chief of the Contracting Office

<sup>2</sup>MRM Manager is a GS-15 supervisor  
<sup>5</sup>Office of the Solicitor

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>6</sup>Bureau Procurement Chief      <sup>7</sup>Head of the Contracting Activity (AD/A&B)

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XII. PROCUREMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>1. Certification of accuracy and completeness of JOFOC (Continued).</p> <p>c. Above \$10,000,000.</p>			A			
<p>2. Approval of JOFOC.</p> <p>a. \$0 up to \$500,000.</p> <p>b. Over \$500,000 up to \$10 million.</p> <p>c. Over \$10 million up to \$50 million.</p> <p>e. Over \$50 million.</p> <p>M. REQUISITIONS. Authority to approve requisitions is redelegated yearly within each directorate, where current lists are maintained. PSSD also maintains current redelegations. See Part VII, Information Resources Management, for additional administrative approvals/concurrences for IT requests (requisitions).</p>	A <sup>5</sup>					<p>Contracting Officer-A</p> <p>Competition Advocate-A</p> <p>HCA<sup>4</sup>-A/Competition Advocate-C</p> <p>Competition Advocate-C/HCA<sup>4</sup>-C</p>

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<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Head of the Contracting Activity (AD/A&B)

<sup>5</sup>Departmental Senior Procurement Executive

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XIII. PROPERTY	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. RELIEF OF ACCOUNTABILITY FOR MISSING, DAMAGED, OBSOLETE, OR UNSERVICEABLE PROPERTY THAT IS \$5,000 OR GREATER AND SENSITIVE.						PSSD <sup>4</sup> -A / Property Survey Board determines-C
B. DESIGNATES OFFICIALS AUTHORIZED TO ISSUE OF-7, PROPERTY PASS.						Property Management Officer/Property Administrator-A
C. CERTIFIES ACCURACY OF PHYSICAL INVENTORIES.						Custodial Property Officer-A
D. CERTIFIES ANNUAL INVENTORY OF CONTROLLED PROPERTY, MMS FORM-067.						Accountable Property Officer-A
E. DESIGNATES COGNIZANT EMPLOYEE OF ACCOUNTABLE PROPERTY.						Custodial Property Officer-A
F. RANDOMLY SELECTS PROPERTY INVENTORY LISTS FOR REINVENTORY AND RECERTIFICATION.						Property Management Officer-A
G. APPROVAL TO USE NON-GOVERNMENT PROPERTY ON A GOVERNMENT SITE.			A			
H. GOVERNMENT FURNISHED PROPERTY (ALL MATTERS)						Contracting Officer-A

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<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Procurement and Support Services Division, A&B

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XIV. SAFETY MANAGEMENT (MMS Personnel) *	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. DECISION TO CONTRACT WITH NON-FEDERAL ORGANIZATIONS FOR SAFETY PROGRAM ACTIONS OR ACCIDENT-LOSS INVESTIGATIONS.			A&B-A			Safety Officer-C
B. SERVICE HAZARDOUS WASTE MANAGEMENT PROGRAM OPERATIONAL BUDGETS, ADMINISTRATION, AND PROGRAMS.			A&B-A			Safety Officer-C
C. AWARDS						
1. Department Safety Council Award	Safety Council-A		A&B-C			Safety Officer-C
2. Safety Management Award		A	A&B-C			Safety Officer-C

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

\* Does not apply to MMS responsibilities as a safety regulator for offshore facilities.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XV. SECURITY MANAGEMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. DOI IDENTIFICATION CARDS (DI-238A) AND TEMPORARY IDENTIFICATION CARDS (DI-238) <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Other locations</li> </ul>					A	MMS Security Officer-A
B. SECRETARIAL IDENTIFICATION CARDS <ul style="list-style-type: none"> <li>• All Locations</li> </ul>	A					MMS Security Officer-C

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XVI. SPACE MANAGEMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
A. REQUEST FOR SPACE (SF-81) <ul style="list-style-type: none"> <li>1. In departmentally controlled cities</li> <li>2. Others</li> </ul>	A					PSSD <sup>4</sup> -C PSSD-A
B. ENTER INTO SHORT-TERM LEASE AGREEMENT (LESS THAN 1 YEAR) FOR SPACE UNDER 2,500 SQUARE FEET  DIRECTORATE <ul style="list-style-type: none"> <li>• Staff Offices</li> </ul>						PSSD-A
ADMINISTRATION AND BUDGET <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• Administrative Service Centers</li> </ul>					ASC-A	PSSD-A PSSD-C
MINERALS REVENUE MANAGEMENT <ul style="list-style-type: none"> <li>• AD's Office and Washington Staff</li> <li>• All Other Organizational Components</li> </ul>					ASC-A	PSSD-A PSSD-C
OFFSHORE MINERALS MANAGEMENT <ul style="list-style-type: none"> <li>• Headquarters</li> <li>• OCS Regions</li> </ul>					ASC-A	PSSD-A PSSD-C
POLICY AND MANAGEMENT IMPROVEMENT <ul style="list-style-type: none"> <li>• AD's Office &amp; Washington Staff</li> <li>• Lakewood Staff</li> </ul>					ASC-A	PSSD-A PSSD-C

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<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Chief, Procurement and Support Services Division, A&B

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XVI. SPACE MANAGEMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
C. REQUEST FOR ALTERATIONS, REPAIRS, OR OTHER BUILDING SERVICES TO SPACE EXCEEDING \$500  DIRECTORATE  ● Staff Offices						PSSD <sup>4</sup> -A
ADMINISTRATION AND BUDGET  ● Headquarters  ● Administrative Service Centers					ASC-A	PSSD-A
MINERALS REVENUE MANAGEMENT  ● AD's Office & Washington Staff  ● All Other Organizational Components					ASC-A	PSSD-A
OFFSHORE MINERALS MANAGEMENT  ● Headquarters  ● OCS Regions					ASC-A	PSSD-A
POLICY AND MANAGEMENT IMPROVEMENT  ● AD's Office & Washington Staff  ● Lakewood Staff					ASC-A	PSSD-A

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<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Chief, Procurement and Support Services Division, A&B

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XVI. SPACE MANAGEMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
D. LIMITED EMERGENCY REPAIRS NOT EXCEEDING \$500 DIRECTORATE ● Staff Offices						Chief of Staff to AD/A&B-A
ADMINISTRATION AND BUDGET ● Headquarters ● Administrative Service Centers					ASC-A	Chief of Staff to AD/A&B-A
MINERALS REVENUE MANAGEMENT ● AD's Office and Washington Staff ● All Other Organizational Components					ASC-A	Chief of Staff to AD/A&B-A
OFFSHORE MINERALS MANAGEMENT ● Headquarters ● OCS Regions					ASC-A	Chief of Staff to AD/A&B-A
POLICY AND MANAGEMENT IMPROVEMENT ● AD's Office and Washington Staff ● Divisions					ASC-A	Chief of Staff to AD/A&B-A

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<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Chief, Procurement and Support Services Division, A&B

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XVII. TRAINING AND EMPLOYEE DEVELOPMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
<p>A. APPROVAL OF SPECIAL TRAINING PLANS (I.E., DISABLED VETERANS, UPWARD MOBILITY PARTICIPANTS).</p> <p>B. APPROVAL TO EFFECT EXCEPTIONS TO THE FOLLOWING TRAINING RESTRICTIONS OF 5 USC 41.</p> <p style="margin-left: 20px;">1. Limitation on amount Agency may pay for transportation of a trainee's family, household goods, and personal effects.</p> <p style="margin-left: 20px;">2. Prohibition against training to obtain an academic degree to qualify for a position for which a degree is a basic requirement [5 USC 4107(c) (1)].</p> <p>C. AUTHORITY TO APPROVE ATTENDANCE AT A GOVERNMENT-SPONSORED OR CO-SPONSORED DOMESTIC CONFERENCE WHERE ENROLLMENT IS INITIATED UTILIZING TRAINING FORM SF-182.*</p> <p style="margin-left: 20px;">1. 30 or more Government employees.</p> <p style="margin-left: 20px;">2. 29 or fewer Government employees.</p> <p style="margin-left: 40px;">DIRECTORATE</p> <ul style="list-style-type: none"> <li>• Staff Offices</li> </ul>	<p>DAS/LM<sup>5</sup>-A</p>	<p>C</p>				<p>Chief, Personnel Division (Headquarters)/ASC Managers (Field)-A and Chief, EEDOD<sup>4</sup>-C</p> <p>Chief, EEDOD<sup>4</sup>-A; Consult with Finance</p> <p>Chief, EEDOD<sup>4</sup>-A; Chief, Personnel Division-C</p> <p>Deputy Director-A</p>

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<sup>1</sup>Assistant Program Director, MRM      <sup>2</sup>MRM Manager is a GS-15 supervisor      <sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Equal Employment and Development Opportunity Division (A&B)      <sup>5</sup>Deputy Assistant Secretary - Land and Minerals Management

\* Refer to IV. Finance, B.5. for authority to approve employee travel to attend a Government-sponsored or cosponsored domestic conference.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XVII. TRAINING AND EMPLOYEE DEVELOPMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dir.s <sup>3</sup> /ASC Mgrs	OTHERS
C. AUTHORITY TO APPROVE ATTENDANCE AT A GOVERNMENT-SPONSORED OR CO-SPONSORED DOMESTIC CONFERENCE (TRAINING FORM SF-182). <sup>*</sup> (Cont.)  2. 29 or fewer Government-sponsored participants.  ADMINISTRATION AND BUDGET <ul style="list-style-type: none"> <li>• 1 to 10 employees</li> <li>• 11 to 29 employees</li> </ul>			A		A	
MINERALS REVENUE MANAGEMENT			A			
OFFSHORE MINERALS MANAGEMENT				A		
POLICY AND MANAGEMENT IMPROVEMENT			A			
D. AUTHORITY TO APPROVE ATTENDANCE AT JOB-RELATED TRAINING. (REQUESTS FOR TRAINING SHOULD BE SIGNED, WITHIN THE CATEGORIES AND LIMITS SPECIFIED, BY THE APPROPRIATE APPROVING OFFICIAL AT THE NEXT HIGHER LEVEL IN THE CHAIN OF COMMAND TO THE EMPLOYEE BEING TRAINED.)  1. Short-term training (less than 120 days).  2. Long-term training (120 days or more, including MMS, DOI, and OPM courses).  3. Foreign training in a non-Government facility outside the U.S., or in a facility of a foreign government, international organization, or instrumentalities of either.	D/PPM-A <sup>6</sup>		A <sup>4</sup>  A			Chief, EEDOD <sup>5</sup> -C and for Directorate, Deputy Director-A

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<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>AD's shall redelegate short-term training approval to subordinate levels of management/supervision as deemed appropriate or type of training (Government v. non-Government).

<sup>5</sup>Equal Employment and Development Opportunity Division

<sup>6</sup>Director, Office of Personnel-Policy

<sup>\*</sup> Refer to IV. Finance, B.5. for authority to approve employee travel to attend a Government-sponsored or cosponsored domestic conference.

## ADMINISTRATIVE DELEGATIONS - LEVELS OF AUTHORITY

XVII. TRAINING AND EMPLOYEE DEVELOPMENT	DOI	DIR	AD	DAD/ APD <sup>1</sup>	MRM Mgrs <sup>2</sup> / Div. Chiefs/ Reg. Dirs <sup>3</sup> /ASC Mgrs	OTHERS
E. APPROVAL OF WAIVER OF REIMBURSEMENT DUE TO FAILURE TO COMPLETE TRAINING		A				Official who authorized training-C
F. APPEAL OF DECISION BY OFFICIAL WHO AUTHORIZED TRAINING WHEN THE DECISION IS TO NOT CONCUR AND FORWARD FOR APPROVAL A WAIVER OF REIMBURSEMENT DUE TO FAILURE TO COMPLETE TRAINING.						Chief, EEDOD <sup>4</sup> -A; Chief, Personnel Division-C
G. APPROVAL OF NON-COLLECTION OF ADDITIONAL EXPENSES INCURRED IN TRAINING UNDER CONTINUED SERVICE AGREEMENTS IN CASES OF TRANSFER TO ANOTHER FEDERAL AGENCY.			A			
H. APPROVAL OF ACCEPTANCE OF CONTRIBUTION, AWARD, OR PAYMENT INCIDENT TO TRAINING.						Chief, EEDOD <sup>4</sup> -A
I. AUTHORITY TO APPROVE CERTAIN EXCEPTIONS TO PROHIBITION ON PAYMENT OF PREMIUM PAY FOR PERIOD OF TRAINING.	D/PPM-A <sup>5</sup>					
J. SPECIAL TRAINING AGREEMENTS FOR CAREER DEVELOPMENT OR RETRAINING PURPOSES.						Chief, Personnel Division-A; Chief, EEDOD <sup>4</sup> -C
K. TRAINING OF EMPLOYEES TO EFFECT PLACEMENT IN ANOTHER AGENCY - RETRAINING.						Head of the Agency (DOI)-A
L. AUTHORITY TO ENTER INTO CONTRACTS FOR BUREAU-TAILORED TRAINING, OR ANY TRAINING PROCURED AT COSTS IN EXCESS OF \$2,500 PER INDIVIDUAL.						Chief, Procurement and Support Services Division-A; Chief, EEDOD <sup>4</sup> -C

A = Approve      C = Concur

<sup>1</sup>Assistant Program Director, MRM

<sup>2</sup>MRM Manager is a GS-15 supervisor.

<sup>3</sup>Includes the Regional Manager, Pacific Region

<sup>4</sup>Equal Employment and Development Opportunity Division

<sup>5</sup>Director, Office of Personnel - Policy