

## BOEM ADMINISTRATIVE DELEGATIONS OF AUTHORITY

BOEMM 218.1-H.5

Page 1 of 8

| 5. FINANCE                                                                                                                                                                        | DOI | Dir. (D)/<br>Deputy<br>Dir. (DD) | D/DD Office Chiefs;<br>Program/Office Chiefs;<br>Regional Directors | OTHERS                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| A. RELOCATION                                                                                                                                                                     |     |                                  |                                                                     |                                                                                                   |
| 1. Payment of travel and transportation allowances for traveling to first duty station at Government expense (applicable to new government hires).                                |     |                                  |                                                                     |                                                                                                   |
| a. Directorate                                                                                                                                                                    |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      |                                                                                                   |
| b. Program/Regional Offices                                                                                                                                                       |     |                                  |                                                                     | Division Chiefs/Regional Supervisors & above - A                                                  |
| 2. Payment of travel, transportation, and other authorized relocation allowances for the transfer of an employee from one official duty station to another at Government expense. |     |                                  |                                                                     |                                                                                                   |
| a. Directorate                                                                                                                                                                    |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      |                                                                                                   |
| b. Program/Regional Offices                                                                                                                                                       |     |                                  |                                                                     | Division Chiefs/Regional Supervisors & above - A                                                  |
| 3. Extension of time, beyond initial 1 year authorized for completion of sale or purchase of residence or lease termination.                                                      |     |                                  |                                                                     |                                                                                                   |
| a. Directorate                                                                                                                                                                    |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      | BSEE Chief, Finance Division - C <sup>2</sup>                                                     |
| b. Program/Regional Offices                                                                                                                                                       |     |                                  |                                                                     | Division Chiefs/Regional Supervisors & above - A<br>BSEE Chief, Finance Division - C <sup>2</sup> |
| 4. Extension allowing employee to occupy temporary quarters under actual expense method only.                                                                                     |     |                                  |                                                                     |                                                                                                   |
|                                                                                                                                                                                   |     |                                  |                                                                     |                                                                                                   |
|                                                                                                                                                                                   |     |                                  |                                                                     |                                                                                                   |

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09/11/2023 Version 005

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| A. RELOCATION (continued)                                                           |     |                                  |                                                                     |                                                                                                      |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
| a. Beyond 30 days and not to exceed 60 days.                                        |     |                                  |                                                                     |                                                                                                      |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
| (1) Directorate                                                                     |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      | BSEE Chief, Finance Division - C <sup>2</sup>                                                        |
| (2) Program/Regional Offices                                                        |     |                                  |                                                                     | Division Chiefs/Regional Supervisors<br>& above - A<br>BSEE Chief, Finance Division - C <sup>2</sup> |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
| b. Beyond 60 days.                                                                  |     | DD - A                           | C                                                                   | BSEE Chief, Finance Division - C <sup>2</sup>                                                        |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
| 5. Extension of temporary storage of household goods<br>beyond the initial 60 days. |     |                                  |                                                                     |                                                                                                      |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
| a. Directorate                                                                      |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      | BSEE Chief, Finance Division - C <sup>2</sup>                                                        |
| b. Program/Regional Offices                                                         |     |                                  |                                                                     | Division Chiefs/Regional Supervisors<br>& above - A<br>BSEE Chief, Finance Division - C <sup>2</sup> |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
| 6. Non-temporary storage of household goods.                                        |     |                                  |                                                                     |                                                                                                      |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
| a. Directorate                                                                      |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      | BSEE Chief, Finance Division - C <sup>2</sup>                                                        |
| b. Program/Regional Offices                                                         |     |                                  |                                                                     | Division Chiefs/Regional Supervisors<br>& above - A<br>BSEE Chief, Finance Division - C <sup>2</sup> |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
| 7. Shipment of professional books and papers as an<br>administrative expense.       |     |                                  |                                                                     |                                                                                                      |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |
|                                                                                     |     |                                  |                                                                     |                                                                                                      |

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| A. RELOCATION (continued)                                                                                                                                                                                         |     |                                  |                                                                     |                                                     |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
| a. Directorate                                                                                                                                                                                                    |     |                                  |                                                                     |                                                     |
| Director's Staff                                                                                                                                                                                                  |     |                                  |                                                                     | Chief of Staff - A                                  |
| Staff Offices                                                                                                                                                                                                     |     |                                  | A                                                                   |                                                     |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
| b. Program/Regional Offices                                                                                                                                                                                       |     |                                  |                                                                     | Division Chiefs/Regional Supervisors<br>& above - A |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
| 8. Emergency transportation and storage of a privately<br>owned vehicle.                                                                                                                                          |     |                                  |                                                                     |                                                     |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
| a. Directorate                                                                                                                                                                                                    |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      |                                                     |
| b. Program/Regional Offices                                                                                                                                                                                       |     |                                  |                                                                     | Division Chiefs/Regional Supervisors<br>& above - A |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
| 9. Shipment of a privately owned vehicle within CONUS<br>when the transportation is advantageous and cost effective<br>to the Government.                                                                         |     |                                  |                                                                     |                                                     |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
| a. Directorate                                                                                                                                                                                                    |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      |                                                     |
| b. Program/Regional Offices                                                                                                                                                                                       |     |                                  |                                                                     | Division Chiefs/Regional Supervisors<br>& above - A |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
| 10. Preparation and transportation of the remains of a<br>deceased employee, transportation of immediate family and<br>household goods of a deceased employee when permitted<br>by the Federal Travel Regulation. |     |                                  |                                                                     |                                                     |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |
|                                                                                                                                                                                                                   |     |                                  |                                                                     |                                                     |

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BOEMM 218.1-H.5

Page 4 of 8

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| A. RELOCATION (continued)                                                                                                      |     |                                  |                                                                     |                                                                                                      |
| a. Directorate                                                                                                                 |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      |                                                                                                      |
| b. Program/Regional Offices                                                                                                    |     |                                  |                                                                     | Division Chiefs/Regional Supervisors<br>& above - A<br>BSEE Chief, Finance Division - C <sup>2</sup> |
| 11. Last move home relocation allowances for eligible SES employees.                                                           |     | DD - A                           |                                                                     |                                                                                                      |
| 12. Payment of a limited set of relocation expenses in connection with temporary change of station of 6 to 30 months duration. |     | DD - A                           |                                                                     |                                                                                                      |
| B. TRAVEL                                                                                                                      |     |                                  |                                                                     |                                                                                                      |
| 1. Travel Authorizations (TA) Form DI-1020.                                                                                    |     |                                  |                                                                     |                                                                                                      |
| a. Unlimited Open (General) TA                                                                                                 |     | D - A                            |                                                                     |                                                                                                      |
| b. Limited Open (Area) TA                                                                                                      |     |                                  |                                                                     |                                                                                                      |
| (1) Directorate                                                                                                                |     | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      |                                                                                                      |
| (2) Program/Regional Offices                                                                                                   |     |                                  |                                                                     |                                                                                                      |
| Program/Office Chiefs & Regional Directors                                                                                     |     | DD - A                           |                                                                     |                                                                                                      |
| Division Chiefs & Regional Supervisors                                                                                         |     |                                  | A                                                                   |                                                                                                      |
| Branch Chiefs, Regional Section Chiefs, & below                                                                                |     |                                  |                                                                     | Division Chiefs/Regional Supervisors - A                                                             |
|                                                                                                                                |     |                                  |                                                                     |                                                                                                      |
|                                                                                                                                |     |                                  |                                                                     |                                                                                                      |
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| B. TRAVEL (continued)                                                                                                                        |                         |                                  |                                                                     |                                                                        |
| c. Travel Authorizations (including miscellaneous items listed under 205 DM 15.5 which will be approved by the same official).               |                         |                                  |                                                                     | Traveler's approving official no lower than first level supervisor - A |
| d. Foreign travel                                                                                                                            |                         | DD - A                           |                                                                     | Office of Strategic Policy & International Affairs - C                 |
| e. Use of foreign flag air carrier.                                                                                                          | AS/PMB <sup>3</sup> - A | DD - C                           |                                                                     |                                                                        |
| f. Authorization of the rental of Global Positioning Satellite (GPS) Technology when renting a vehicle in a foreign country.                 |                         | DD - A                           |                                                                     |                                                                        |
| g. Authorization for Anchorage, Alaska Office employees to travel into Canada in connection with strictly local matters.                     |                         |                                  | A                                                                   |                                                                        |
| 2. Direct hire of airplane or special conveyance from a local individual in a remote location when commercial transportation is unavailable. |                         |                                  |                                                                     |                                                                        |
| a. Directorate                                                                                                                               |                         | DD - A                           |                                                                     |                                                                        |
| b. Program/Regional Offices                                                                                                                  |                         |                                  | A                                                                   |                                                                        |
| 3. Emergency travel advances (ATM advances are authorized on TAs)                                                                            |                         |                                  |                                                                     |                                                                        |
|                                                                                                                                              |                         |                                  |                                                                     |                                                                        |
|                                                                                                                                              |                         |                                  |                                                                     |                                                                        |

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Page 6 of 8

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|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------|
| B. TRAVEL (continued)                                                                                                            |                                                 |                                  |                                                                     |                                                                        |
| a. Directorate                                                                                                                   |                                                 | DD - A <sup>1</sup>              | A <sup>1</sup>                                                      |                                                                        |
| b. Program/Regional Offices                                                                                                      |                                                 |                                  |                                                                     |                                                                        |
| Program/Office Chiefs & Regional Directors                                                                                       |                                                 | DD - A                           |                                                                     |                                                                        |
| Division Chiefs & Regional Supervisors                                                                                           |                                                 |                                  | A                                                                   |                                                                        |
| Branch Chiefs, Regional Section Chiefs, & below                                                                                  |                                                 |                                  |                                                                     | Division Chiefs/Regional Supervisors - A                               |
| 4. Approval to purchase upgraded passenger transportation (does not include the use of frequent flier miles to upgrade service). |                                                 |                                  |                                                                     |                                                                        |
| a. First-class transportation.                                                                                                   | PFM <sup>4</sup> - C<br>AS/PMB <sup>3</sup> - A | DD - C                           |                                                                     |                                                                        |
| b. Premium-class, other than first-class, transportation (e.g., business-class).                                                 |                                                 | DD - A                           |                                                                     |                                                                        |
| 5. Use of cash to purchase passenger transportation services costing more than \$100.                                            |                                                 |                                  |                                                                     |                                                                        |
| a. Directorate                                                                                                                   |                                                 |                                  |                                                                     |                                                                        |
| Director's Staff                                                                                                                 |                                                 |                                  |                                                                     | Deputy Chief Financial Officer - A                                     |
| Staff Offices                                                                                                                    |                                                 |                                  | A                                                                   |                                                                        |
| b. Program/Regional Offices                                                                                                      |                                                 |                                  |                                                                     | Division Chiefs/Regional Supervisors & above - A                       |
| 6. Claim for Reimbursement for Expenditures on Official Business (OF-1164).                                                      |                                                 |                                  |                                                                     | Traveler's approving official no lower than first level supervisor - A |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------|
| B. TRAVEL (continued)                                                                                                                                                                                                                                 |                                                   |                                  |                                                                     |                                                                        |
| 7. Travel Voucher (OF-1012)                                                                                                                                                                                                                           |                                                   |                                  |                                                                     | Traveler's approving official no lower than first level supervisor - A |
| 8. Authorize and approve actual subsistence expense for travel that involves unusual circumstances.                                                                                                                                                   |                                                   |                                  |                                                                     |                                                                        |
| a. Authorize and approve amounts less than or equal to 150 percent of the locality per diem rate.                                                                                                                                                     |                                                   |                                  |                                                                     | Traveler's approving official no lower than first level supervisor - A |
| b. Authorize and approve amounts greater than 150 percent of the locality per diem rate.                                                                                                                                                              |                                                   | DD - A                           |                                                                     | BSEE Associate Director for Administration - C <sup>2</sup>            |
| 9. Authorize and approve waiver of the requirement to itemize local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees.                                                                                     | AS/PMB <sup>3</sup> - A<br>PFM <sup>4</sup> - C   | DD - C                           |                                                                     |                                                                        |
| 10. Define the boundary of the duty station and/or vicinity of the place of abode (home) within which no per diem will be paid.                                                                                                                       | AS/PMB <sup>3</sup> - A<br>AS/LM <sup>5</sup> - C | DD - C                           |                                                                     |                                                                        |
| 11. When the TDY location is farther than 30 miles from both the residence and the permanent duty station.                                                                                                                                            |                                                   |                                  |                                                                     |                                                                        |
| a. Authorize travel to attend training or a conference where the duty will exceed 12 hours, and the traveler would only receive the full benefit of the event by remaining onsite to attend pre-scheduled, mission-related meetings or working meals. |                                                   | DD - A                           |                                                                     | BSEE Associate Director for Administration (ADA) - C <sup>2</sup>      |
|                                                                                                                                                                                                                                                       |                                                   |                                  |                                                                     |                                                                        |
|                                                                                                                                                                                                                                                       |                                                   |                                  |                                                                     |                                                                        |

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Page 8 of 8

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| B. TRAVEL (continued)                                                                                                                                                                                                         |                      |                                  |                                                                     |                                                                        |
| b. Authorize post-travel approval on a case-by-case basis when a traveler faced extreme conditions, such as inclement weather, that would endanger their health or safety if the traveler were to return from a TDY location. |                      | DD - A                           |                                                                     | BSEE Associate Director for Administration (ADA) - C <sup>2</sup>      |
| 12. Authorization to rent GPS Technology when official travel involves access to extremely remote locations.                                                                                                                  |                      |                                  |                                                                     | Traveler's approving official no lower than first level supervisor - A |
| C. DEBT COLLECTION - Waiver of Claims of the U.S. Department of the Interior for Erroneous Payments (344 DM 9).                                                                                                               |                      |                                  |                                                                     |                                                                        |
| 1. Grant a waiver, in whole or in part, of a claim totaling:                                                                                                                                                                  |                      |                                  |                                                                     |                                                                        |
| a. \$1,500 or less.                                                                                                                                                                                                           |                      | DD - A                           |                                                                     |                                                                        |
| b. more than \$1,500.                                                                                                                                                                                                         | OHA <sup>6</sup> - A |                                  |                                                                     |                                                                        |
| 2. Deny a waiver of a claim in any gross original amount.                                                                                                                                                                     |                      | DD - A <sup>7</sup>              |                                                                     |                                                                        |

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