

BOEM ADMINISTRATIVE DELEGATIONS OF AUTHORITY

BOEMM 218.1-H.5

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5. FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; 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 ¹	A ¹	
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 ¹	A ¹	
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 ¹	A ¹	BSEE Chief, Finance Division - C ²
b. Program/Regional Offices				Division Chiefs/Regional Supervisors & above - A BSEE Chief, Finance Division - C ²
4. Extension allowing employee to occupy temporary quarters under actual expense method only.				

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09/11/2023 Version 005

Replaces 06/18/2015 Version 004

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

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5. FINANCE	DOI	Dir. (D)/ Deputy Dir. (DD)	D/DD Office Chiefs; Program/Office Chiefs; Regional Directors	OTHERS
A. RELOCATION (continued)				
a. Directorate				
Director's Staff				Chief of Staff - A
Staff Offices			A	
b. Program/Regional Offices				Division Chiefs/Regional Supervisors & above - A
8. Emergency transportation and storage of a privately owned vehicle.				
a. Directorate		DD - A ¹	A ¹	
b. Program/Regional Offices				Division Chiefs/Regional Supervisors & above - A
9. Shipment of a privately owned vehicle within CONUS when the transportation is advantageous and cost effective to the Government.				
a. Directorate		DD - A ¹	A ¹	
b. Program/Regional Offices				Division Chiefs/Regional Supervisors & above - A
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.				

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A. RELOCATION (continued)				
a. Directorate		DD - A ¹	A ¹	
b. Program/Regional Offices				Division Chiefs/Regional Supervisors & above - A BSEE Chief, Finance Division - C ²
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 ¹	A ¹	
(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 ³ - 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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B. TRAVEL (continued)				
a. Directorate		DD - A ¹	A ¹	
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 ⁴ - C AS/PMB ³ - 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 ²
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 ³ - A PFM ⁴ - 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 ³ - A AS/LM ⁵ - 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 ²

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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 ²
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 ⁶ - A			
2. Deny a waiver of a claim in any gross original amount.		DD - A ⁷		

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