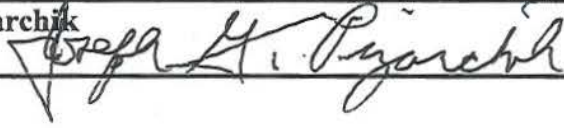
	<b>U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM</b>	<b>Subject Code:</b> OPM-5
		<b>Transmittal Number:</b> 953
		<b>Date:</b> DEC - 6 2012
<b>Subject:</b> Delegations of Authority		
<b>Approval:</b> Joseph G. Pizarchik		<b>Title:</b> Director
		

1. **Purpose.** This directive identifies delegations of authority within the Office of Surface Mining Reclamation and Enforcement (OSM), and key designations for certain areas required by law. The purpose of each delegation is to identify the level of decision making authority.

2. **Summary of Change.** New policies and procedures for the Department's awards and recognition program (370 DM 451.1-6, Personnel Management, dated July 16, 2008, revised 9/09. Acronyms and column headings were changed to identify the level of decision making authority. The Division Chief (DC), Field Office Director (FOD), and Other (OTH) columns were deleted and replaced with a Supervisor (SUP) column. Changes also reflect current OSM organizational structure, new program directives, regulations, (new Department Personnel Administrative Grievance Procedures 370 DM 771, issued 9/05/2007, new Department Discipline and Adverse Actions, issued 370 DM 752, issued 12/22/2006), and Departmental guidance. This directive was reformatted in compliance with Directive OPM-1, dated August 30, 2008.

3. **Definitions.** None

4. **Policy.**

a. **General Provisions on Delegation.** Officials designated in this document are responsible for further delegating these authorities within their jurisdictions to the lowest practical level of the workforce unless delegation is specifically restricted. Where further delegation is authorized, the delegation of authority must be in writing. Copies of re-delegations must be sent to offices which may be affected by such re-delegation.

Unless specifically excluded, all management officials have the same authority as their subordinates. Except as otherwise provided in Part 200 and or Part 216 of the Departmental Manual, the Director, OSM, exercises the authority of the Secretary of the Interior with respect to the Surface Mining Control and Reclamation Act (SMCRA) of 1977 and its amendments.

b. **Effect of Delegation.** An official who delegates or re-delegates authority does not take from him or her the power to exercise that authority, nor does such action relieve him or her of the responsibility for action taken pursuant to the delegation.

5. **Responsibilities.**

a. **Exercise of Authority.** An employee who is delegated or re-delegated authority to make a decision must exercise that authority consistent with established statutory, regulatory, and procedural requirements. Employees should become familiar with all applicable requirements of an authority before executing it.

b. **“Acting” Designations.** When an individual is delegated as “Acting,” the individual will have the same authority as the one delegating, unless restricted in writing at the time of the delegation.

6. **Procedures.** Any management official to whom authority is delegated may re-delegate the authority in writing unless re-delegation of authority is specifically prohibited or limited. Copies of re-delegations must be sent to offices which may be affected by such re-delegation. The Directives Coordinator maintains the signed original delegations.

7. **Reporting Requirements.** None

8. **Effect on Other Documents.** Supersedes OPM-5, dated May 29, 1997, and any subsequent “Change Notices.”

9. **References.**

a. Surface Mining Control and Reclamation Act and its regulations; Departmental Manual; Secretarial and Presidential Executive Orders; and any other statute or OSM regulation that affects the Executive Branch and may impact the delegations in this directive.

b. Departmental Manual, Delegation Series, Part 200, General Provisions, Chapter 1, Delegation of Authority.

c. Citations and references included after the delegations are primarily meant to direct the reader to more details regarding the requirements or procedures for an item, and not necessarily to cite why a certain level of management has that authority.

10. **Effective Date.** Upon issuance.

11. **Distribution.** By electronic format.

12. **Appendices.**

a. Appendix A: Delegation Table

b. Appendix B: Use of Table A description and Acronyms Used

13. **Contact.** Proponent: Office of the Deputy Director. The Administrative Point of Contact: Directives Coordinator, Division of Administration.

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
<b>A. EXECUTIVE DIRECTION AND ADMINISTRATION</b>						
<b>1. Attendance at Meetings</b>						
a. Acceptance of contributions, awards and payments from non government organizations for any authorized training or meeting. (5 CFR 410, Subpart E, Section 4111 of title 5, United States Code)			X	X	X	
b. Acceptance of travel and related expenses under 31 U.S.C.1353 from non-Federal sources for meetings or similar functions. (41CFR 304-1)			X	X	X	
c. Approve employee presenting papers, serving on panels, etc.	X	X	X	X	X	X
d. Approve employee attendance at professional meetings.	X	X	X	X	X	X
<b>2. Awards and Recognition (5CFR; Dept. Manual Part 370, Chapter 451 effective 07/16/08)</b>						
<b>a. Non-Monetary and Honorary</b>						
i. Concur in all Distinguished Service, Cooperative Conservation, Valor, Citizen's Award for Bravery, and Exemplary Act awards. Approval is by the Secretary per 370 DM 451.3, dated 7/16/08.	X					
ii. Concur in all Meritorious Service Award and Unit Awards for Excellence of Service. Approval is by the ASLM.	X					
iii. Approve Superior Service Award and Citizen's Award for Exceptional Service.	X					
iv. Approve Time-Off awards not to exceed 40 hours per event or 80 hours total per year per 370 DM 451.2, dated 7/16/08.	X	X	X	X	X	X
<b>b. Monetary</b>						
i. Approve Quality Step Increase (QSI) with approval from next higher level Reviewing Official (Employee must have						X

<b>AREAS OF RESPONSIBILITY</b>	<b>D</b>	<b>DD</b>	<b>ADFA</b>	<b>ADPS</b>	<b>RD</b>	<b>SUP</b>
overall rating of Exceptional-Level 5)						
ii. Approve individual and group Awards from \$350 up to \$5,000 with approval from Reviewing Official, (includes STAR; Productivity Improvement; Quality Step Increase, and both nominal and significant value Non-Monetary Recognition).		X				
iii. Director concurs in all individual awards from \$5,001 to \$10,000 with approval from ASLM. When based on percentage of pay instead of set dollar requires only Director approval.	X					
iv. Approve group Awards from \$5,001 up to \$10,000 as long as no group member receives more than \$5,000. (Includes STAR and Productivity Improvement).	X					
v. Director concurs in all individual and group awards in excess of \$10,000 with approval from DHR, ASLM, and the Assistant Secretary – Policy, Management and Budget and must be submitted to OPM for approval and processing.	X					
<b>c. Outside Awards</b>						
i. Concurrence will be determined per the Department's criteria including required reviews. Examples include: Arthur S. Flemming; Executive Excellence; Federal Engineer of the year; Federal Environmental Engineer; Federal Technology Leadership; GEICO Public Service; Roger W. Wise; and William T. Pecora awards.	X					
<b>3. Budget Resources and Accountability</b>						
a. Allot fund responsibility with legal sanctions as a consequence of appropriation; authority to sub allot fund responsibility with legal sanctions as a consequence of allotments. (CFO Act of 1990, DM 328)	X					CFO

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
b. Request apportionments and reapportionments (DI 521's and SF 132's) from the Office of Management and Budget (Circular A-11, Part 4, Section 120), and Warrants of Appropriations from Treasury (TFM Part 2, Chapter 2000).						OPAB
c. Issue official budget sub-allotments of appropriated funds.						BO
d. Approve and issue allocations to subordinate units.		X	X	X	X	X
e. Serves as OSM's Chief Financial Officer.		X				
f. Authority to reallocate funds among object classes.		X	X	X	X	BO CFO
g. Authorize commitments for funds prior to obligation.		X	X	X	X	BO
<b>4. Certification/Collection</b>						
a. Designate and revoke certifying officers. (31 U.S.C. 82 (b))			X			CDFM
b. Designate collection officers. (205 DM 6.7)			X			CDFM
<b>5. Classification (5 CFR 511)</b>						
a. Classify positions GS-15 and below.						HRO
b. Approve SES and Schedule level positions for classification by the Department (with guidance from HRO).		X				
<b>6. Documents</b>						
a. Sign documents (correspondence, directives, etc.) that set or interpret policy, make major commitments on behalf of OSM, or respond to Members of Congress, Governors, Cabinet Officials, Cabinet Councils, White House Task Forces, and other Federal State and Tribal officials of rank equal or greater than the Director.	X					
b. Sign documents (correspondence, manuals, etc.) that apply established policy or relate to operations, including operational commitments on behalf of the Bureau that affect only their Directorate or field units under their jurisdiction. This includes State correspondence addressed specifically to OSM officials.		X	X	X	X	X

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
c. Sign Congressional correspondence addressed specifically to OSM Officials.	X	X	X	X	X	X
d. Establish requirements and procedures for development and issuance of Directives.	X	X	X			CDA
<b>7. Employment and Recruitment Incentive Programs (5 CFR 300)</b>						
a. Approve requests for personnel actions (SF-52's) for Schedule C and SES level positions, (ADFA provides advice and guidance; and processes SF-50's*).	X					
b. Approve requests for personnel actions (SF-52's) for positions GS-15 and below. (HRO provides advice and guidance).		X	X	X	X	
c. Approve Recruitment, Relocation, and Retention Incentives. HRO reviews for compliance and provides advice and guidance)		X				
d. Approve Student Loan Repayment. HR reviews for compliance and provides advice and guidance).		X				
e. Approve the Minimum Salary Based on Superior Qualifications. HRO reviews for compliance and provides advice and guidance.		X				
f. Administer the Oath of Office (5 U.S.C. 2903 & 205 DM 8).			X			HRO
<b>8. Equal Opportunity (EO)</b>						
a. Appoint field EO Managers to assist COEO in carrying out EO program responsibilities within their jurisdictions.					X	COEO
b. Appoint EO counselors, special emphasis program coordinators, and other EO program coordinators and/or committees as appropriate.					X	COEO

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
<b>9. Ethics</b>						
a. Review and certify financial disclosure forms for OSM employees and Heads of State regulatory authorities which may include individual State employee's statements. (30 CFR 706.5(b) (5) in coordination with the DOI Ethics Officer.		X				Deputy Ethics Officer
b. Recommend action or resolution of prohibited employment or financial interest for OSM, other Federal employees, and Heads of State regulatory authorities, as appropriate. (30 CFR 706.5(b)(5) in coordination with DOI Ethics Officer						Deputy Ethics Officer
c. Approve an employee to serve as an officer in a private organization on official time. (PEL BulletinNo.93-1, 5/28/93)			X			HRO
<b>10. Emergencies (Other than AML)</b>						
a. Approve reciprocal agreements with emergency offices for emergency assistance. For HQ, this is ADFA			X		X	X
b. Exercise authority of the Director with respect to the field unit involved in a Civil Defense or any other emergency. For HQ this is ADFA			X		X	X
<b>11. Employee Relations</b>						
a. Propose disciplinary and adverse actions based upon conduct. (5 CFR752 and 370 DM 752 dated 12/12/2006). HRO provides advice and policy guidance..						X
b. Decide disciplinary and adverse actions based upon conduct. (5 CFR 752 and 370 DM 752 dated 12/12/2006) with concurrence of next higher level supervisor. HRO provides advice and policy guidance.						X
c. Terminate probationary employees for unsatisfactory performance, conduct or conditions arising before appointment. (5 CFR 315.804 and 805) with concurrence of next higher level supervisor. HRO provides advice and policy guidance.						X



<b>AREAS OF RESPONSIBILITY</b>	<b>D</b>	<b>DD</b>	<b>ADFA</b>	<b>ADPS</b>	<b>RD</b>	<b>SUP</b>
d. Withhold a Within-Grade Increase. (5 CFR 531.409 & 370 DM531) HRO provides advice and policy guidance. Note: If within-grade increase is denied based on rating of record, reconsideration must be at the next higher level than the official proposing the action. (5 CFR 531.410 and 370 DM 531)						X
e. Decide an Informal Grievance. HRO provides advice and policy guidance. (370 DM 771 issued 9/05/2007.)						X
f. Decide a formal grievance. This must be decided by a higher level official than any involved in the initial action. (370 DM 771 issued 9/05/2007.)	X	X	X	X	X	
<b>12. FOIA</b>						
a. Administer the FOIA program within their jurisdiction in coordination with the Office of the Solicitor. For HQ this is the OC. (43 CFR Part 2, Subpart B, 5 U.S.C. 522 et. Seql. 383 DM 15, Directive INF-3. HRO provides advice and policy guidance.					X	X
<b>13. Forms Management</b>						
a. Approve design, use, and issuance of all forms.		X				
<b>14. Hours of Duty (5 CFR 610, 370 DM 610)</b>						
a. Specify official hours of duty (including AWS and Telecommuting)						X
b. Approve work at home for medical related reasons (CG Decision B-222246).						X
c. Excuse absences due to inclement weather or other reasons.	X				X	
d. Area and branch offices not co-located with other OSM or other Federal offices should obtain concurrence through the appropriate chain-of- command.						X
<b>15. Extended Hours (5 CFR 550 &amp; 551; 370 DM 550 &amp; 551)</b>						
a. Approve overtime						X
b. Approve compensatory time, compensatory time related to						X

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
travel, and credit hours.						
<b>16. I.D. Cards/Uniforms</b>						
a. Issue and retrieve Inspector credentials and badges.					X	FOD
b. Issue and retrieve Auditor credentials.			X			CDCM
c. Approve requests for payment of uniform allowances.					X	FOD
<b>17. Information Systems Management</b>						
a. Determine bureau wide acquisition and utilization of automated resources.		X				CIO
b. Designate ADP Systems as “sensitive systems”.		X				CIO
c. Establish core software standards and minimum hardware specifications.		X				CIO
<b>18. Labor Relations (5 U.S.C. 7114c)</b>						
a. Review and concur whether representation issues, negotiated grievances, unfair labor practice charges, or representation disputes OSM-wide should proceed to hearings.			X			HRO
b. Recommend to the Department basic labor agreements and/or amendments.			X			HRO
<b>19. Leave (5 CFR 630 &amp; 370 DM 630)</b>						
a. Annual						
i. Approve restored leave for employees in excess of 240 hours for a period of not more than two years. DD has authority for HQ SOH.	X	X	X	X	X	
ii. Approve leave up to 15 working days at one time.						X
iii. Recommend approval of leave in excess of 15 working days at one time to next higher supervisory level per DM.						X
iv. Recommend approval of advance annual leave to next higher supervisory level per DM.						X
b. Sick						
i. Recommend approval of advance leave to next higher						X

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
supervisory level per DM, up to, but not to exceed 240 hours for full- time employees, and for part-time employees not more than the amount that can be accrued in any leave year.						
c. Leave Without Pay (LWOP)						
i .Recommend approval of periods of LWOP to next higher supervisory level per DM. Periods of 30 consecutive days or more require coordination with the HRO. (OPM Operating Manual, The Guide to Processing Personnel Actions.)						X
d. Voluntary Leave Transfer Program						
i .Recommend approval/disapproval of requests for employees within their jurisdiction to participate in the program. Note: Requires final approval by the HRO.						X
e. Family and Medical Leave						
i. Determine, after consultation with the HRO employee eligibility for LWOP NTE 12 workweeks during any 12-month period for certain family and medical needs.						X
f. Credit for Prior Work Experience & Experience in Uniformed Service for determining Annual Leave Accrual Rate						
i. Approval for providing credit for determining annual leave accrual rate for employees (regardless of tenure) receiving his or her first appointment as a civilian employee of the Federal Government or an employee who is reappointed following a break in service of at least 90 calendar days after his or her last period of civilian Federal employment or experience in a uniformed service. (5 U.S.C. 630.205)			X			HRO
<b>20. Payments</b>						
a. Bill and collect payments.			X			CDFM
b. Waive claims of less than \$500 for erroneous payment of pay, travel, transportation, and/or relocation expenses. (205 DM 6.5)			X			CDFM

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
c. Certify all bureau payments.			X			CDFM
<b>21. Performance Management (5 CFR 430 &amp; 370 DM 430)</b>						
a. Approve Performance Plans and Superior and Fully Successful ratings.						X
b. Approve Exceptional, Minimally Successful, and Unsatisfactory ratings. Requires both supervisor and reviewing official.		X	X	X	X	
c. Formal Reconsideration Authority for Superior and Fully Successful ratings. Requires reviewing official approval.		X	X	X	X	
d. Formal Reconsideration Authority for Minimally Successful and Unsatisfactory ratings requests. Review by next higher level official above the reviewing official who signed the final rating.		X	X	X	X	
<b>22. Privacy Act</b>						
a. Appoint Privacy Act Liaison Officers who coordinate requests with the Privacy Act Officer and develops operating procedures for their jurisdiction. (43 CFR Part 2, Subpart D, 5 U.S.C. 552(a); 383 DM 15, Directive INF-3)			X	X	X	CIO
b. Designate Systems Managers to identify and administer systems of records under their control subject to the Privacy Act provisions; and document systems exempt from Privacy Act provisions. (43 CFR Part 2, Subpart D, t U.S.C. 552(a), 383 DM 15, Directive INF-3)			X	X	X	CIO
c. Respond to Privacy Act requests involving their respective jurisdictions. (43 CFR Part 2, Subpart D, 5 U.S.C. 552(a), 383 DM 15, Directive INF-3)			X	X	X	CIO
<b>23. Procurement</b>						
a. Determination of best procurement approach by Contracting Officer [FAR 17.502-1 and Department of the Interior Policy Release (DIAPR) 2011-03 Class Deviation – Required						CO

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
Determinations for Interagency Acquisitions].						
b. Enter into inter-bureau agreement for procuring goods and services less than \$100,000. Note: Requires prior Economy Act Determination by Contracting Officer. (FAR 17.5)		X	X	X	X	
c. Recommend approval from ASLM for contract actions and Inter-bureau agreements which procure goods and services (including ADP) equal to or greater than \$500,000 except for AML emergency reclamation projects. Note: Requires prior Economy Act Determination by Contracting Officer. (216 DM 2.1; FAR 17.5)		X				
d. Serve as OSM-Wide Head of Contracting Activity. (FAR 2.101)			X			
e. Issue Contracting Officer's Warrant Certificates. (FAR 1.603-1)			X			
f. Issue delegations of authority for Purchase Card Holders. (FAR 1.603-1 & FAR 13.6, & PL 106-106 Section 4311)		X	X	X	X	X
g. Approve use of commercial forms and procedures in lieu of Government Bill of Lading forms. (FAR 47.103)			X			
h. Approve requisitions.						X
i. Approve non-Federal or Federal Reimbursement to OSM where OSM is supplier of goods/services to non-Federal entity. (See Directive FIN-7)			X	X	X	BO
<b>24. Property</b>						
a. Issue JP Morgan Chase Fleet Card (effective November, 2008)			X	X	X	X
b. Transfer and disposal of personal property. Where there is more than one APO in the same organization, each SUP must designate one APO as the point of contact for transfer and disposal of personal property. For HQ, this is ADFA. (Directive ADS-18)			X	X	X	X

<b>AREAS OF RESPONSIBILITY</b>	<b>D</b>	<b>DD</b>	<b>ADFA</b>	<b>ADPS</b>	<b>RD</b>	<b>SUP</b>
c. Donate personal property under the Stevenson-Wydler Technology Innovation Act. (Stevenson-Wydler Technology Innovation Act of 1980, as amended 15 U.S.C. 3710 (I); 41 DFR 101-44; DOI Personal Property Management Release No.96-4 dated 11/3/95)			X			
<b>25. Publications</b>						
a. Approve publications under \$10,000 for combined Printing/copying/ mailing costs. (OSM Publications Management Plan)			X	X	X	X
b. Approve publications of \$10,000 or more for combined Printing/copying/ mailing costs. (OSM Publications Management Plan)		X				
c. Approve publications that contain a Secretarial or ASLM message and/or signature, (OSM Publications Management Plan)		X				
d. Approve publications that contain Departmental policy. (OSM Publications Management Plan)		X				
<b>26. Security/HSPD-12</b>						
a. . Initiate and approve background investigations (NACI, ANACI, SSBI, etc.) for issuance of DOI Access security cards to employees, contractors and affiliates through HR Security Officer.						HRO
b. Approve and issue security clearance (Secret, Top-secret) with concurrence with NBC (National Business Center)						HRO
c. Determine Position Sensitivity and Risk Designations for level of security (with concurrence from HR Security Officer).						X
<b>27. Space</b>						
a. Approve acquisition of space. (425 DM 1-6; Directive ADS-13)			X			CDA
b. Approve Reimbursable Work Authorizations (RWA) of \$10,000 or less. For HQ this is ADFA. (Directive ADS-13)			X		X	CDA

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
c. Approve RWAs greater than \$10,000. (Directive ADS-13)			X	X		
<b>28. Time and Attendance Reports (Payroll Operations Interface Manual)</b>						
a. Certify time and attendance for subordinates.						X
b. Designates timekeepers.						X
<b>29. Testimony</b>						
a. Approve employees to serve as expert or fact witnesses. (43 CFR 2.82, 5 CFR 2635.805)			X	X	X	FOD CDCM
<b>30. Training</b>						
a. Approve training requests. (5 CFR 410.201(b))						X
<b>31. Travel</b>						
a. Approve travel for Departmental award recipients.	X					
b. Recommend approval of travel for one individual of the award recipient's choice to the ASLM.	X					
c. Approval of per diem when the temporary duty station is less than 50 miles but not less than 30 miles from employees duty station or residence.	X					
d. Authorize the use of chartered aircraft for point-to-point travel.	X					
e. Authorize the use of chartered aircraft for "special use", i.e., helicopter inspections.					X	X
f. Authorize travel of job applicants for pre-employment interviews of applicants for OPM-designated manpower shortage positions. (5 U.S.C. 5723 & 5 CFR 572.102 & FTR Chapter 301-301-1.200)		X				
g. Approve employee and dependent's travel and relocation allowances for transfer, reassignment or appointment, grade GS-7 and above, and shortage category hires as defined by OPM for grade GS-6 and below.			X	X	X	
h. Approval of Requests for Travel Advances and authorizations.						X

<b>AREAS OF RESPONSIBILITY</b>	<b>D</b>	<b>DD</b>	<b>ADFA</b>	<b>ADPS</b>	<b>RD</b>	<b>SUP</b>
i. Approve Request for Overnight Storage of Government Owned Vehicle (GOV) at Employee's Residence. (41 CFR 101-38.3, Directive ADS-7)			X	X	X	X
j. Recommend to the Secretary, approval of employee use of GOV for transportation between residence and place of employment; (41 CFR Part 102-5.40)	X					
k. Recommend to ASLM approval to participate in: 1) any OSM-sponsored conference involving 30 or more employees where 15 or more will be in travel status; 2) any non-OSM conference where 15 or more OSM employees will be attending, regardless of travel status; and 3) any OSM-sponsored conference with an estimated cost of \$100,000 or more. (Memo of June 13, 2012, to Heads of Bureaus and Offices from Deputy Assistant Secretary - Budget, Finance, Performance and Acquisition, concerning Guidance on Reporting Conference Related Activities and Spending)	X					
l. Approve meeting/conference travel for up to 29 Federal employees. (ASLM memo dated 8/23/94; FTR 301-16)	X					
m. Approve Travel Vouchers.						X
n. Approve actual subsistence expenses where the maximum per diem allowance is less than the amount required to meet the actual and necessary subsistence expenses of the traveler (includes the over 55% for long term temporary duty for more than 30 days ).		X	X	X	X	
o. Approve issuance of credit cards for travel and long distance services.						X
p. Recommends approval of any foreign travel to the ASLM and the Assistant Secretary International Affairs Office.	X					



AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
<b>B. ENVIRONMENTAL RESTORATION</b>						
<b>1. Abandoned Mine Reclamation Fund</b>						
a. Recommend approval to the Office of the Solicitor and the Department of Justice of real property acquisition for reclamation projects involving condemnation procedures and acquisitions for the purpose of providing lands for housing. (SMCRA 407(h), 30 CFR 879.11(c))					X	
b. Approve sub-allotments in accordance with the Federal Grant and Cooperative Agreement Act of 1977. (Directive GMT-10)						CFO
c. Enter into cooperative agreements for reclamation projects not to exceed \$1 million. (Directive GMT-10)				X	X	FOD
d. Enter into cooperative agreements for reclamation projects that exceed \$1 million. (Directive GMT-10)	X					
e. Verify fund availability and enter into grants and cooperative agreements for States and Tribes. Cannot be re-delegated below Field Office Director or equivalent. (Directive GMT-10)						FOD
f. Approve briefing papers, declarations of emergency and Federal high priority projects within their jurisdictions. (SMCRA 410, Directive AML-4)						FOD
g. Approve/disapprove declarations of emergency for states with approved emergency programs. (SMCRA 410)						FOD
h. Approve requests to conduct noncoal reclamation prior to certification under section 411 of SMCRA. (SMCRA 409(a))						FOD
i. Establish and waive liens. (30 CFR 882.13)						FOD
j. Approve "No Value Determination" requests for reclamation fee purposes (Director's Policy Memorandum dated July 5, 1994).			X			CDCM
<b>2. Oversight</b>						
a. Conduct state and tribal reclamation plan evaluation activities						FOD

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
in accordance with national procedures and guidance. (Directive STP-1)						
<b>C. ENVIRONMENTAL RESTORATION/ENVIRONMENT PROTECTION</b>						
<b>1. NEPA, Regulatory Impact, Program/Plan Amendments, &amp; Rulemaking</b>						
a. Approval to prepare an environmental impact statement and grant approval to print and distribute draft and final environmental impact statements prepared pursuant to NEPA for rulemaking.				X		
b. Approve preparation of an environmental impact statement and grant approval to print and distribute draft and final environmental impact statements prepared pursuant to the National Environmental Policy Act for mine plans, lands unsuitable petitions and other activities occurring within the regions. Signs Record of Decision, NEPA and FONSI documents and determinations for Experimental Practices.					X	
c. Approve Environmental Assessments, Findings of No Significant Impact and related notices.				X		FOD
d. Evaluate petitions to initiate a proceeding for the issuance, amendment, or repeal of a Federal regulation. (30 CFR 700.12)				X		
e. Provide guidance to Regional Directors in preparing State notification letters. (30 CFR 732.17 and 884.15)				X		
f. Sign decision documents approving or disapproving proposed AML plans, (30 CFR 884.14(a) and STP-1).	X					
g. Sign decision documents approving or disapproving proposed amendments AML plan amendments. (30 CFR 884.15 & Directive STP-1)					X	
h. Initial State and Tribal program amendments and related	X					

<b>AREAS OF RESPONSIBILITY</b>	<b>D</b>	<b>DD</b>	<b>ADFA</b>	<b>ADPS</b>	<b>RD</b>	<b>SUP</b>
notices and clear them for publication in the Federal Register (verbal delegation from the DOI Chief of Staff, June 27, 2003).						
i. Sign proposed and final rules approving or disapproving proposed State program amendments, except for rules removing conditions of Secretarial approval of a State program. (30 CFR 732.17 & Directive STP-1)					X	
j. Recommend that the Assistant Secretary, Land and Minerals Management, sign rules removing conditions of Secretarial approval of a State program. (30 CFR Part 732 & Directive STP-1)	X					
k. Sign letters notifying the State regulatory authority of the need for program revisions (Part 732 notifications), including those resulting from State notifications under 30 CFR 732.17(b). (Directive STP-1)					X	
l. Sign letters notifying the state of the need for amendments to the State reclamation plan. (30 CFR 884.15 (c) & Directive STP-1)					X	
<b>D. ENVIRONMENTAL PROTECTION</b>						
<b>1. Areas Unsuitable for Mining</b>						
a. Determine that there are no significant timber, economic, or other values that may be incompatible with surface coal mining operations on any Federal land within a national forest. SMCRA 522(e) (2) and 30 CFR 761.11(b).					X	DKFO CDFD CAFD
b. Make decisions on petitions seeking to designate lands as unsuitable for surface coal mining operations or to terminate such designations. (30 CFR Parts 764 and 769)	X					
c. Make decisions on requests for determination of valid existing rights under section 522(e) of SMCRA, (30 CFR 761.16)					X	DKFO CDFD CAFD

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
<b>2. Civil Penalties</b>						
a. Implement assessment procedures. (SMCRA 518, 30 CFR Parts 845 & 846)					X	
<b>3. Grants</b>						
a. Approve sub-allotments in accordance with the Federal Grant and Cooperative Agreements Act of 1977. (Directive GMT-10)		X				CFO
b. Enter into grants and cooperative agreements for States and Tribes. Cannot be re-delegated below Field Office Director or equivalent. (Directive GMT-10).						FOD
<b>4. Inspection and Enforcement</b>						
a. Designate authorized representatives to enter and inspect coal mining and reclamation operations and other associated facilities subject to regulation or oversight by OSM. (SMCRA 517, 521 & Directive INE-18)					X	FOD
b. Determine whether a pattern of violations exists. (30 CFR 722.16, 843.13)					X	FOD
c. Determine whether such violations were caused willfully or by unwarranted failure of the permittee to comply, and/or a show cause order should be issued.					X	FOD
d. Approve extensions of Notice of Violation abatement dates beyond 90 days. (30 CFR 722.12, 843.12)					X	FOD
e. Determine the appropriateness of a State's response to a ten-day notice. (SMCRA 521(a)(l) & Directive INE-35)						FOD
f. Render a final decision regarding a State's request for an informal review of a ten-day notice. (30 CFR 842.11(b)(1)(iii) and Directive INE-35)					X	
g. Conduct an informal review of an authorized representatives' decision not to inspect or take appropriate enforcement action regarding any violation alleged by a citizen in a request for					X	

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
Federal inspection. (30 CFR 842.12, 842.15)						
h. Sign responses to requests for Federal inspection from citizen complaints. (30 CFR 842.12; Directive INE-24)						FOD
<b>5. Oversight</b>						
a. Conduct state program evaluation activities in accordance with national procedures and guidance. (Directive REG-8)					X	FOD
<b>6. Part 733 Requests and Notification</b>						
a. Sign responses to requests to evaluate a state program under 30. CFR 733.12(a).					X	
b. Recommend the Director notify the state of reason to believe that the state is failing to adequately implement, administer, maintain or enforce a part or all of a State program. (30 CFR 733.12(b))					X	
<b>7. Permits, Permit Processing, and Bonding</b>						
a. Approve and terminate experimental practices. (30 CFR 785.13), (Directive REG-7)					X	
b. Approve, with conditions, or disapprove permit applications, revisions and amendments, and exploration permits for surface coal mining and reclamation operations where OSM is the regulatory authority and issue such permits. (30 CFR Subchapter G)					X	DKFO CDFD DCFO MPSDWR
c. Assist regulatory authorities in making determination of ownership or control and in the solution of challenges to listings or findings or ownership or control. Assistance is primarily through investigation to provide evidence and administrative assistance in case development. (SMCRA 510(c): 30 CFR 773.25-28 and 778.11(e).				X		CAVS
d. Forfeit bonds in Federal program states and on Indian lands. (30 CFR 800.50, Directive REG-10)					WR AR	DKFO CDFD

AREAS OF RESPONSIBILITY	D	DD	ADFA	ADPS	RD	SUP
						DCFO MPSDWR
e. Release performance bonds in Federal program states and on Indian lands. (30 CFR 745 & 800)					WR AR	DKFO CDFD DCFO MPSDWR
<b>E. TECHNICAL DEVELOPMENT AND TRANSFER</b>						
1. Develop and administer technical training program for customers. (SMCRA 705(b))				X		CDTT
2. Provide technical training and technical assistance to customers. (SMCRA 705(b))				X	X	CDCM FOD
3. Enter into Memorandum of Understanding/Memorandum of Agreement. Note: Agreements between OSM and another entity including but not limited to Federal, state, tribal, local government; non-profit organization; educational institution; and others which involve no obligation of funds.				X	X	FOD CDCM
<b>F. FINANCIAL MANAGEMENT</b>						
<b>1. Claims</b>						
a. Terminate claims for amounts up to \$25,000. (DM 344)			X			CDFM
b. Recommend to the Office of the Solicitor (SOL), and/or concur with SOL, termination of claims more than \$25,000 up to \$100,000. (DM 344)			X			CDFM
c. Recommend to SOL, and or concur with SOL, and recommend approval by the Department of Justice (DOJ), termination of claims over \$100,000. (DM 344)			X			CDFM
d. Recommend to SOL, and/or concur with SOL, compromises up to \$100,000. (DM 344)			X			CDFM
e. Recommend to SOL, and/or concur with SOL, and recommend approval by the DOJ, compromises over \$100,000.			X			CDCM

APPENDIX A

<b>AREAS OF RESPONSIBILITY</b>	<b>D</b>	<b>DD</b>	<b>ADFA</b>	<b>ADPS</b>	<b>RD</b>	<b>SUP</b>
(DM 344)						
<b>2. Government Performance and Results Act Accomplishments</b>						
1. Conduct Data Validation and Verification on GPRA measures.			X	X	X	X

**To Use This Document:** The X and/or acronym show which management level(s) has/have that authority for their respective jurisdictions, and does NOT imply a sequential chain of approval levels. In some cases the designation indicates a capacity of a required position instead of a delegated authority, i.e., Chief Financial Officer or Budget Officer. Management levels to the left of any “X” hold the same authority for their respective jurisdictions unless the box(es) are shaded. Shading implies the authority for a specific item resides ONLY for the levels checked, and that re-delegation is either not permitted or not applicable for that item. Acronyms in boxes indicate specific re-delegations made to that supervisor, i.e., Field Office Director or Chief, Division of Financial Management.

**Acronyms used or indicated in the document are:**

ADFA—Assistant Director, Finance and Administration  
 ADPS—Assistant Director, Program Support  
 AOM—Area Office Manager  
 APO—Accountable Property Officer  
 ASLM—Assistant Secretary-Land and Minerals Management  
 BO—Budget Officer  
 CAFD—Chief, Alton Field Division  
 CAVS—Chief, Applicant Violator System  
 CDA—Chief, Division of Administration  
 CDCM—Chief, Division of Compliance Management  
 CDFD—Chief, Denver Field Division  
 CDFM—Chief, Division of Financial Management  
 CDTT—Chief, Division of Technical Training  
 CFO—Chief Financial Officer  
 CIO—Chief Information Officer  
 CLT—Core Leadership Team (SES & Staff Office Heads)  
 CO—Contracting Officer  
 COC—Chief, Office of Communications  
 COEO—Chief, Office of Equal Opportunity  
 COPAB—Chief, Office of Planning, Analysis and Budget  
 CPFDF—Chief, Pittsburgh Field Division  
 D—Director  
 DCFO—Director, Casper Field Office  
 DD—Deputy Director  
 DKFO—Director, Knoxville Field Office  
 DM—Departmental Manual  
 DOJ—Department of Justice  
 EO—Designated Equal Opportunity Counselors  
 FAR—Federal Acquisition Regulations  
 FOD—Field Office Directors and equivalent positions –C DFD, CAFD and CPFDF  
 HRO—Human Resources Officer



MPSDWR—Manager, Program Support Division, WR  
OEO—Office of Equal Opportunity  
RD—Regional Director  
SOH—Staff Office Heads in Headquarters (BO, COEO, COC and CIO)  
SUP—May be delegated to any supervisor unless identified by specific acronym

**Non-organizational References include:**

CFR—Code of Federal Regulations  
CG—Comptroller General  
DM—Departmental Manual  
DOJ—Department of Justice  
FAR—Federal Acquisition Regulation  
FTR—Federal Travel Regulation  
GPO—Government Printing Office  
U.S.C.—United States Code