

Department of the Interior Departmental Manual

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Series: Organization

Part 118: Bureau of Ocean Energy Management

Chapter 3: Office of the Director

Originating Office: Bureau of Ocean Energy Management

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3.1 Director. The Director oversees all programs and activities of the Bureau of Ocean Energy Management (BOEM or the Bureau) and establishes and maintains necessary communication channels with Congress, the States, Indian Tribes, industry, the environmental community, government agencies, and other stakeholders. This includes managing development of Outer Continental Shelf (OCS) energy, mineral, and geological resources in an economically and environmentally responsible way; obtaining fair market value, or fair return, as appropriate, for OCS resources or the use of OCS resources; managing leases effectively; reviewing lessees' plans; conducting resource and environmental studies; and assessing oil and gas, renewable energy, and marine mineral resources.

A. Deputy Director. The Director is assisted in carrying out these duties by the Deputy Director, who acts as the Director in the absence of the Director. The Deputy Director's staff manages administrative functions in the Office of the Director. Such administrative functions include processing reports, documents, and correspondence for review and signature by the Director; managing high profile, multi-program, and multi-agency issues in order to coordinate interrelated activities and to facilitate information sharing; liaising with the Office of the Assistant Secretary – Land and Minerals Management (ASLM); and managing Freedom of Information Act activities.

B. Office of Diversity, Inclusion, and Civil Rights. This office reports to the Director and works to develop and administer diversity, inclusion, civil rights, and equal employment opportunity programs pursuant to existing laws, regulations, policies, guidelines, and Executive Orders to advance equal opportunity for all BOEM employees, applicants for employment, and recipients of Federal funding.

3.2 Staff Offices. The following staff offices report to the Deputy Director:

A. The Office of Communications (OOC) oversees BOEM's communications-related work. It is responsible for the Bureau's communications strategy and outreach to external customers and stakeholders. This office liaises with the news media and intergovernmental and external constituencies on issues related to BOEM. The OOC also provides leadership in efforts to involve the public in BOEM decision-making processes. This

office manages the content of the BOEM web page, prepares and distributes news releases to the print and electronic media, and responds to inquiries from the media and the public or refers such inquiries to the appropriate BOEM official. The OOC prepares publications and speeches for BOEM officials and ensures consistency in the information provided in all public communications. The OOC staff members seek to identify trends and problems related to BOEM programs manifested by external constituencies; liaise with Federal, State, and local governmental organizations and committees on issues related to BOEM programs; and coordinate a variety of outreach efforts. The office works closely with the Department of the Interior's (Department) Office of Communications and Office of Intergovernmental and External Affairs.

The OOC serves as BOEM's primary point of contact for communications from members of Congress and congressional staff. The office maintains an open line of communication with Congress regarding BOEM programs and policies, items of legislative action, and dissemination of information. This office coordinates BOEM's work on matters under congressional consideration and provides the Bureau's positions to Congress. The office is responsible for handling legislative initiatives, monitoring trends and developments, anticipating needs for new legislation, and identifying the policy and programmatic impacts of legislative proposals. Responsibilities also include preparation and coordination of testimony for Department or BOEM witnesses, as needed, and coordination of arrangements for congressional visits and meetings. The office works closely with the Department's Office of Congressional and Legislative Affairs.

B. The Office of Regulatory Affairs (ORA) oversees BOEM's regulatory and guidance program in accordance with relevant authorities and the priorities of the Department, ASLM, and the BOEM Director. The ORA is the lead office within BOEM to manage rulemaking processes and coordinate regulatory work internally within the Bureau and externally with other agencies and stakeholders through the Department's Office of the Executive Secretariat and Regulatory Affairs in the Office of the Secretary. It also oversees the development, issuance, and management of external guidance (e.g., interpretative regulations). The ORA ensures that BOEM's regulations and guidance conform to statutory requirements and OMB, Department, and Bureau policies. It oversees and manages BOEM's Paperwork Reduction Act program and BOEM's review of other agencies' proposed regulations and guidance that may involve or affect BOEM's interests.

C. The Office of Strategic Policy and International Affairs (SPIA) provides the Bureau and Director with policy and strategic analysis, internal and external coordination, and project management services to support the resolution of complex energy, mineral, environmental, and geopolitical issues. The work of the SPIA supports the Bureau decision-making and operations, and it helps achieve Departmental and U.S. Government priorities. The SPIA also serves as the lead office for emerging and international activities within BOEM. It conducts strategic planning for the Bureau international activities, recommends and implements priorities, establishes work plans, and ensures that goals are met.

D. The Office of Budget and Administration (OBA) oversees the development and execution of BOEM's annual budget. The OBA prepares and administers the BOEM budget,

oversees administrative activities, and coordinates closely with the Department's Office of Budget and the Office of Policy, Management and Budget. The OBA is responsible for the development, presentation, and implementation of the BOEM budget, consistent with policy guidance and overall budget priorities from the Bureau, the Department, OMB, and Congress. The OBA also coordinates closely with the Department's Office of Planning and Performance Management to provide planning, performance measurement, and program evaluation and assessment for improving management practices and processes throughout BOEM. The OBA chief serves as BOEM's chief financial officer. The OBA provides management and oversight over a broad range of BOEM's technology programs, including, but not limited to, data management, information technology (IT), IT governance, privacy, and records management. The OBA also coordinates administrative and support services from independent, third-party service providers and acts as the point of contact for any service-related questions or concerns. This office manages the Bureau's emergency management program; strategic human capital program; external audit program; analysis, evaluation, and assessment capability; and directives and delegations program.