

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 of the programs and activities of the Bureau of Ocean Energy Management (BOEM) and establishes and maintains necessary communication channels with the Congress, the states, Indian tribes and allottee associations, industry, the environmental community, and other government agencies. This includes managing the Outer Continental Shelf (OCS) development in an economically and environmentally responsible way; realization of fair market value, effective lease management, review of exploration and development plans, resource study, and environmental study and review for oil and gas and renewable energy sources. The Director is assisted in carrying out these duties by the following:

A. The Deputy Director serves as BOEM's Chief Financial Officer (CFO), assists the Director in managing the programs and activities of the BOEM, and acts in the absence of the Director. The Deputy Ethics Counselor reports to the Deputy Director.

B. The Investigations and Review Unit (IRU) is responsible for promptly and credibly responding to allegations or evidence of misconduct and unethical behavior by BOEM employees as well as by members of industries regulated by the Bureau. Responsibilities include responding swiftly to emerging issues and crises on a bureau-wide level. The IRU shall coordinate with the OIG with respect to the matters the IRU investigates; pursue investigations with the OIG's consent and knowledge; and advise the OIG of the status and results of its investigations, as requested. Additionally, the IRU shall consult with the Departmental Ethics Office with respect to the matters the IRU investigates that implicate the Standards of Ethical Conduct for Employees in the Executive Branch.

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

A. The Office of Congressional Affairs (OCA) serves as the BOEM primary point of contact between the Bureau and the Congress. The office maintains an open line of communication regarding BOEM programs and policies, items of legislative action, the dissemination of material, and any other statements of BOEM positions on matters under consideration by the Congress. The office is responsible for legislative initiatives, trends and developments, anticipated needs for new legislation, and the policy and programmatic impacts of existing legislative proposals. Responsibilities also include the preparation and coordination of testimony for Department or BOEM witnesses, as required, and coordination of arrangements for

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congressional visits/meetings. The office maintains close liaison with the Department's Office of Congressional and Legislative Affairs.

B. The Office of Public Affairs (OPA) is responsible for the Bureau's broad communications strategy and outreach to external customers and stakeholders. The Chief, OPA also oversees BOEM's communication-related work. The office provides liaison for the Bureau with the news media and intergovernmental and external constituencies on issues affecting the BOEM. OPA also provides leadership in efforts to involve the public in BOEM decision-making processes. The 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. OPA reviews speeches and publications for consistency. Staff members identify trends and problems related to BOEM programs with external constituencies; provide liaison to Federal, State, and local governmental organizations and committees on issues related to BOEM programs; and coordinate a variety of outreach efforts. The office maintains close liaison with the Department's Offices of Communications and External Affairs. The OPA has offices in the following locations: Washington, DC; Herndon, Virginia; Anchorage, Alaska; Camarillo, California; and New Orleans, Louisiana.

C. The Office of Budget and Program Coordination administers the BOEM program budgets. The office 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, Office of Management and Budget (OMB), and the Congress. It serves as a liaison with other governmental entities on budget issues. The office prepares budget justification requests to the Department, OMB, and the Congress, including responding to questions from all reviewers, preparation of briefing materials for testimony before congressional committees, and development of appeals and effects statements. The office coordinates support services from the BSEE Office of Administration and acts as the point of contact for any service-related questions or concerns.

D. The Office of Policy, Regulations, and Analysis provides analysis, evaluation, and assessment capability to the BOEM. The office performs policy analyses and special studies to ensure optimum program performance and success of the BOEM activities. The office provides management and leadership for high profile, multi-program, and multi-agency issues in order to improve inter-related activities and facilitate sharing of information. It also provides planning, performance measurement, and evaluation capability for improving management practices and processes. The office performs strategic planning, program evaluation; activity based costing, and assessment activities of BOEM. The office also performs policy analyses and special studies to ensure optimum program performance. The office manages the rule making process, information collections in compliance with the Paperwork Reduction Act, and fulfills Federal Regulation Liaison functions at BOEM.