

Department of the Interior Departmental Manual

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Series: Organization

Part 119: Bureau of Safety and Environmental Enforcement

Chapter 3: Office of the Director

Originating Office: Bureau of Safety and Environmental Enforcement

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3.1 **Director.** The Director oversees all of the programs and activities of the Bureau of Safety and Environmental Enforcement (BSEE) and establishes and maintains necessary communication channels with Congress, states, Indian tribes and allottee associations, industry, the environmental community, and other Government agencies. The Director is assisted in carrying out these duties by the following:

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

B. The Integrity and Professional Responsibility Advisor (IPRA) is responsible for promptly and credibly responding to allegations or evidence of misconduct and unethical behavior by BSEE employees. Responsibilities include working with the Office of Inspector General (OIG) on internal matters the IPRA investigates; pursuing certain administrative investigations with the OIG's consent and knowledge; and advising the OIG of the status and results of IPRA investigations, as requested. The IPRA consults with the Department's Ethics Office and BSEE's Ethics Office with respect to matters the IPRA investigates regarding the Standards of Ethical Conduct for Employees in the Executive Branch (5 CFR Part 2635). In coordination with the Bureau of Ocean Energy Management (BOEM) leadership, the IPRA fulfills the same responsibilities on behalf of the BOEM with respect to the BOEM employees.

C. The Associate Director for Strategic Engagement (ADSE) reports to and serves as the Senior Advisor to the BSEE Director, providing executive-level advice on key mission-critical issues, initiatives, and Bureau functions. Responsibilities include tracking emerging policy issues to position BSEE as a leader in innovation, technological development, and process improvement; monitoring the political and industry landscape for emerging challenges and opportunities; and promoting coordination and consistency between BSEE and other relevant Government agencies having offshore regulatory responsibilities. The ADSE assists the Director in ensuring Bureau alignment with Department and Administration energy goals and provides advice on the implications of proposed, new, or revised policies, regulations, and legislative proposals, including assessing the impacts on the Bureau mission and organizational structure. Additionally, the ADSE keeps abreast of developments and exchanges information

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with congressional offices and high-level officials across Federal Government agencies.

3.2 Staff Offices.

A. The following staff offices report to the Deputy Director:

(1) The Office of Budget administers BSEE's program budgets. The Office is responsible for the development, presentation, and implementation of BSEE's budget, consistent with policy guidance and overall budget priorities. It serves as a liaison with other governmental entities on budget issues. The Office also prepares justifications for budget requests to the Department, Office of Management and Budget, and Congress, including responding to questions from all reviewers. The Office is also responsible for preparing briefing materials for testimony before congressional committees, and developing appeals and effects statements.

(2) The Office of Policy and Analysis provides analysis, evaluation, and assessment capability to the Bureau. The Office performs policy and economic analyses and special studies to ensure optimum program performance and success of BSEE's activities. It provides management and leadership for high profile, multi-program, and multi-agency issues in order to improve interrelated activities and facilitate sharing of information. It also provides planning, performance measurement, and evaluation capability to improve management practices and processes. It manages the complaint process for ensuring open and non-discriminatory access to pipelines as required by the Outer Continental Shelf (OCS) Lands Act. The Office performs strategic planning, program evaluation, activity-based costing, and assessment activities of the Bureau; and serves as BSEE's Government Accountability Office liaison.

B. The following staff offices report to the Associate Director for Strategic Engagement:

(1) The Office of Public Affairs (OPA) is responsible for the Bureau's broad communications strategy and outreach to external customers and stakeholders. The Office also oversees BSEE's communication-related work. It serves as liaison with the news media and intergovernmental and external constituencies on issues affecting BSEE; and provides leadership in efforts to involve the public with the BSEE decisionmaking processes. The Office manages the content of the BSEE webpage, 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 BSEE official. The Office reviews speeches and publications for consistency. Staff members identify trends and problems related to BSEE programs with external constituencies; provide liaison services to Federal, state, and local governmental organizations and committees on issues related to BSEE programs; and coordinate a variety of outreach efforts. The Office maintains close communication with the Department's Office of Communications and Office of External and Intergovernmental Affairs.

(2) The Office of Congressional and International Affairs serves as the primary point of contact between BSEE and Congress; the U.S. Department of State and its Embassies; the Department of the Interior's Office of Congressional and Legislative Affairs and Office of International Affairs; and other Federal agencies.

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a. The Office is responsible for legislative initiatives; identifying policy and programmatic impacts of existing legislative proposals; coordinating arrangements for congressional briefings/meetings; and statements of BSEE positions on matters under consideration by the Congress.

b. The Office is also responsible for international initiatives; identification of policy and programmatic impacts of international proposals; and statements of BSEE positions on matters under consideration by international organizations, such as the International Regulators Forum, International Maritime Organization, and the World Bank. The Office participates in international activities that promote best practices and better integration of safety, environmental protection, and resource management in offshore energy functions; facilitates technical and information exchanges with key national offshore safety authorities across the world and coordinates technical advice to developing countries at the request of the U. S. Department of State. Responsibilities also include structuring international Memoranda of Understanding and other cooperative agreements; and working with BSEE programs to coordinate and prepare for visiting international delegations.