

## Department of the Interior Departmental Manual

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**Series:** Organization

**Part 119:** Bureau of Safety and Environmental Enforcement

**Chapter 5:** Office of the Associate Director for Administration

**Originating Office:** Bureau of Safety and Environmental Enforcement

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### 119 DM 5

**5.1 Associate Director for Administration.** The Associate Director (AD) for Administration reports to the Deputy Director and provides direction, management, and coordination for all financial management and administrative activities of the Bureau of Safety and Environmental Enforcement (BSEE). The Associate Director is also responsible for the financial and administrative activities for the Bureau of Ocean Energy Management (BOEM) under a reimbursable agreement.

A. For certain functions, the AD has primary responsibility and serves in dual roles for the following:

(1) Assistant Director for Information Resources (ADIR) for BSEE and for BOEM under a reimbursable service agreement. The duties and responsibilities of the ADIR are to serve as a strategic Information Technology (IT) advisor to BSEE and BOEM and/or their Directors and work collaboratively with the Department's Chief Information Officer to focus on the strategic application of IT to meet mission needs with an emphasis on employing enterprise services and common architecture.

(2) Deputy Chief Financial Officer for BSEE and BOEM.

(3) Designated Agency Safety and Health Official for BSEE and BOEM.

(4) Senior Official to whom the Deputy Ethics Counselor for BSEE reports.

B. The Associate Director is responsible for financial management and administrative activities of the BSEE/BOEM. Financial management functions include direction of the bureau's financial management activities and operation of its administrative accounting system as well as development and implementation of policies and procedures for these functions, consistent with guidelines from the Congress, the Office of Management and Budget, and the Department, as well as other appropriate oversight agencies. The Office of Administration also provides the full spectrum of administrative services to the BOEM under a reimbursable service agreement. The following divisions provide assistance in carrying out these responsibilities:

(1) Management Support Division (MSD). MSD provides direct assistance to the Associate Director for Administration for the BSEE/BOEM including support services, physical and personnel security, and management and organizational analysis activities. It also provides reviews, evaluations, and studies for the bureau and the Associate Director for Administration. MSD is responsible for coordinating and managing the delegations of authorities and directives management; providing high-level administrative support; budget planning, execution, and formulation for the administrative operations and the general support services budgets; emergency management and the continuity of operations program; development and implementation of policy, procedures, methods, and techniques for protection of proprietary and national security information; occupational safety and health; property management, space management, and general office services. MSD also performs significant special projects.

(2) Acquisition Management Division (AMD). AMD provides acquisition, financial assistance, and other related services for the BSEE/BOEM. AMD plans, awards, and administers contracts and financial assistance agreements in support of the program offices. This acquisition support covers the entire life cycle of the acquisition process, from statement-of-work through contract closeout. The division issues acquisition related policies, procedures, and guidance to the bureau's acquisition workforce. AMD provides services related to acquisition information technology systems, small business program, purchase card program, acquisition workforce certification programs, and cost and price analysis needs.

(3) Equal Employment Opportunity Division (EEOD). EEOD is responsible for the direction and review of BSEE/BOEM's equal employment opportunity. Its goal is to ensure that workforce activities are inclusive and that they promote the full utilization and exchange of skills and talents. The Division Chief functions as BSEE's EEO Officer, working closely with the Directorate and other management officials regarding EEO matters.

(4) Finance Division (FD). FD directs the BSEE/BOEM financial management activities and operates its administrative accounting system. It develops bureau financial policies, procedures, and guidelines. The division prepares and publishes all CFO-related audited financial statements according to prescribed directives and all other regulatory reports as required by the U.S. Treasury Department, OMB, and the Government Accountability Office. It also provides accounting services to client organizations on a reimbursable basis.

(5) Human Resources Division (HRD). HRD operates an effective human resources management program for BSEE/BOEM, providing human resources management advice and guidance to managers, supervisors, and employees. The division provides a full range of human resources services to BSEE/BOEM nationwide. HRD also provides operational human resources management services to client organizations under reimbursable agreements as authorized by the Economy Act.

(6) Technology Services Division (TSD). TSD provides overall management of enterprise IT oversight, policy guidance, resources and budget management, mission application development and implementation, and IT operations in coordination with the Department's Office of the Chief Information Officer. The division provides program direction and review of the information management and capital planning activities. The division also provides IT

management in support of BSEE/BOEM headquarters and regions and promotes the appropriate use of IT in the accomplishment of the bureaus' missions.