

## Departmental Manual Department of the Interior

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**Effective Date:** 04/21/20

**Series:** Environmental Quality Programs

**Part 521:** Natural Resource Damage Assessment and Restoration

**Chapter 3:** Signatory Authority

**Originating Office:** Office of Restoration and Damage Assessment

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### 521 DM 3

**3.1 Purpose.** This chapter identifies the designated officials authorized to sign documents related to Natural Resource Damage Assessment and Restoration (NRDAR) activities.

**3.2 Documents, Signatures, and Concurrences.** Signatures or concurrences by individuals with NRDAR responsibilities as defined in 521 DM 2.

NRDAR Program Level Document	Signed by	Concurrence of
A. NRDAR Fund Allocation Memorandum	Director, Office of Restoration and Damage Assessment (ORDA)	Assistant Secretaries Group (ASG)
B. NRDAR Program policies, guidance, and procedures not requiring Secretarial-level approval	Director, ORDA	ASG
C. Non-Case-Specific, Generic, or State-Wide Memorandum of Agreement/Understanding	Director, ORDA	ASG, SOL
D. Memorandum Recording NRDAR Dispute Resolution Results	Director, ORDA	ASG

<b>NRDAR Case-Specific Document</b>	<b>Signed by</b>	<b>Concurrence of</b>
A. Designation of Authorized Official (AO) Memorandum	Director, ORDA	AO designee
B. Case-Specific Memorandum of Agreement/Understanding	AO	SOL, Affected Bureau(s) Representative (ABR)
C. Request for Funding of Assessment Activities from ORDA (PAS, On-going, Emergency, Supplemental)	AO, SOL	ABR
D. Request for Rapid Assessment Funding from ORDA	Work Group Member (Lead Bureau)	Affected Bureau(s) Work Group Member
E. Request for Bureau/Office's Recovered Assessment Costs	Work Group Member	N/A
F. Request to Initiate Funding from National Pollution Funds Center [must be submitted by Federal Lead Administrative Trustee (FLAT)]	AO or Lead Departmental Representative, where DOI is the FLAT	ABR
G. Case-Specific Agreements with Responsible Parties/Potentially Responsible Parties	AO	SOL, ABR
H. Pre-Assessment Screen and Determination to Perform Assessment or Pre-Assessment Phase Document	AO	SOL, ABR
I. Notice of Intent to Perform an Assessment or Notice of Intent to Conduct Restoration Planning	AO	SOL, ABR
J. Preliminary Estimate of Damages	AO	SOL, ABR
K. Damage Assessment Plan	AO	SOL, ABR
L. Draft or Final Restoration Plan and Applicable Environmental Compliance Documents [e.g., National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, permits]	AO	SOL, ABR
M. Restoration Implementation Plan	AO	SOL, ABR
N. Report of Assessment	AO	SOL, ABR
O. Demand Letter	AO	SOL, ABR
P. Notice of Intent to Sue	SOL	AO, ABR
Q. Request to SOL for Referral of Claim to the	AO	SOL, ABR

<b>NRDAR Case-Specific Document</b>	<b>Signed by</b>	<b>Concurrence of</b>
Department of Justice		
R. Referral of Claim to the Department of Justice	SOL	AO, ABR
S. Settlement Documents, including Bankruptcies, Consent Decrees, and Covenants Not to Sue	SOL	AO, ABR
T. Request to Restoration Fund for monies from DOI-only settlement/agreement	AO	SOL, ABR
U. Request to Restoration Fund for monies from jointly-held settlement/agreement where request includes funding to DOI	AO, Fully-signed Trustee Council Resolution	N/A
V. Request to Restoration Fund for monies from jointly-held settlement/agreement where request does not include funding to DOI	Fully-signed Trustee Council Resolution	N/A
W. Trustee Council Resolution	AO, ABR	N/A