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	U. S. DEPARTMENT OF THE INTERIOR **OFFICE OF SURFACE MINING** RECLAMATION AND ENFORCEMENT **DIRECTIVES SYSTEM**	Subject Number: OPM-5-1 Transmittal Number: 540 Date: 05/12/89

Subject: Delegations of Authority

Approval: [signature] Title: Director

This document is a revision to OPM-5, the Delegations of Authority Directive.

Below is a listing of functions that are currently contained within the existing directive. The new delegation of authority is located directly across from each function in the column "Change To". A code of approving officials is attached for your information.

Function	Change To
(2) Administrative Services	
(h) Authority to enter into reimbursable agreements involving $50,000 or more.	D
(n) Approve the design, use and issuance of all new or revised forms.	A
(3) Attendance at meetings and outside employment	
(a) Approval of acceptance of travel expenses, honoraria, contributions, awards, and payments from non-Government organizations incident to training or attendance at meetings.	A
(4) Awards	
(a) Cash awards not to exceed $5,000.	A, I, F, P, E, W, and FOD

CHANGE NOTICE

Function	Change To
Excludes employees immediately supervised by individuals responsible for this function. Individuals responsible for approving incentive awards may not redelegate the authority.	
On-the-Spot Awards not to exceed $250. On-the-Spot Awards are not subject to committee review.	Division Chiefs or equivalent
(b) Quality step increase.	A, I, F, P, E, DT, DF, W, ASC and FOD
(11) Freedom of Information Act	
(b)(1) Designation of records systems subject to Privacy Act provisions.	A
(12) Hours of Duty	
(a) Specifying official hours of duty.	Omit this section. See temporary directive on AWS.
(b) Regularly scheduled overtime not to exceed 3 months.	A, I, F, P, E, and W
(13) Information Systems Management	
(a) Authority to designate ADP systems, including microcomputer systems, as "critical systems" to OSMRE's mission.	D
(15) Leave	
(a) Approval of leave and excused absences of individual employees.	
(1) Advance annual leave up to the current leave year accrual, advance sick leave and leave-without-pay not in excess of 15 days.	SLS and above, DPA, DCL, DEO, DEA, and DRD
Leave-without-pay (LWOP) or advance sick leave in excess of 15 days. The employee's supervisor must coordinate the request for over 15 days of LWOP or advance sick leave with APS or ASC and	I, A, F, P, E, W, FOD, and FFM.

Function	Change To
document approval on a SF-71 which is retained with the time and attendance record for verification purposes. Individuals responsible for this function may not redelegate this authority."	
(21) Procurement	
(c) Authority to issue SF-44, Field Purchase Order, for emergency purchases not to exceed $2,500.	A
(22) Security	
(a) Approval of security clearances other than those personnel reporting directly to the Director.	A and APS
(25) Travel	
(a) Employee and dependents travel for transfer, reassignment or appointment, grade GS-7 and above and shortage category hires as defined by OPM for grade GS-6 and below.	A, E, W, with concurrence of APS and ASC
(b) Travel for Departmental award recipients.	I, A, F, P, E, and W
(d) Approval of allowances for expenses incurred in connection with residence transactions pertinent to change of official station.	A and DFM
(e) Extension of time for settlement of real estate transactions.	A and DFM

(1) Title and Organizational Designations

Immediate Office of the Director

D - Director
DD - Deputy Directors
DPA - Public Affairs Staff
DCL - Congressional Liaison Staff
DEO - Equal Opportunity Staff
DEA - External Affairs Staff
DRD - Regulatory Development and Issues Management Staff

Deputy Directorate for Administration and Finance

DD(A) - Deputy Director, Administration and Finance

OES - Chief, Operations Evaluation Staff

Assistant Directorate for Information Systems Management.

I - Assistant Director, Information Systems Management

ISD - Chief, Division of Systems Development and Implementation

IRM - Chief, Division of Resource Management

IPS - Chief, Division of Program Information and Statistics

Assistant Director for Budget and Administration

A - Assistant Director, Budget and Administration
APB - Chief, Division of Budget Planning and Management Analysis
APS - Chief, Division of Personnel
AMS - Chief, Division of Management Services

Assistant Directorate for Finance and Accounting

F - Assistant Director, Finance and Accounting
FFM - Chief, Division of Financial Management
FDM - Chief, Division of Debt Management
FAS - Assessment Conference Officer
FCM - Chief, Division of Compliance Management
FRA - Regional Audit Manager
FSA - Supervisory Auditors

Deputy Directorate for Operations and Technical Services.

DD(O) - Deputy Director, Operations and Technical Services

Assistant Directorate for Program Policy.

P - Assistant Director, Program Policy
SPS - Special Projects Coordinator
PAM - Chief, Division of Abandoned Mine Land Reclamation
PRP - Chief, Division of Regulatory Programs
PTS - Chief, Division Technical Services

Assistant Directorate - Eastern Field Operations

E - Assistant Director, Eastern Field Operations
DT - Deputy Assistant Director, Program and Technical Support
DF Deputy Assistant Director, Program Operations
ASC - Chief, Administrative Service Center
ARP - Branch of Anthracite Programs (Wilkes-Barre)
FOD - Field Office Director (e.g., FOD (Lex.) = FOD Lexington)
FAO - Area Office Manager (e.g., FOA (Lon.) = AOM London, KY.)

Assistant Directorate - Western Field Operations.

W - Assistant Director, Western Field Operations
DAD - Deputy Assistant Director, Western Field Operations
ASC - Chief, Administrative Service Center
FOD - Field Office Director (e.g., FOD (Cas.)) FOD Casper.

Other Officials

FLS 1/ - All other OSMRE first level supervisors
SLS 2/ - Second level supervisors (includes all division chiefs)
TLS 3/ - Third level supervisors

1/ A first level supervisor is an employee who has formal supervisory responsibilities at the lowest level in the organizational hierachy, generally a Branch/ or Section Chief.

2/ A second level supervisor is any employee who immediately supervises one or more first level supervisors.

3/ A third level supervisor is any employee who immediately supervises one or more second level supervisors.