

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 261

October 20, 1999

SUBJECT: Administrative Series
 Part 302 Acting Officials
 Chapter 1 Purpose and Guidelines

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter contains standards and guidelines on providing for automatic succession to key Minerals Management Service positions. The appendixes contain actual successions where appropriate. This consolidates Release Numbers 13, 148, 151, 166, and 180.

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Director

FILING INSTRUCTIONS:

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None			

OPR: Office of Administration and Budget

DEPARTMENT OF THE INTERIOR

MINERALS MANAGEMENT SERVICE

Administrative Series

Part 302 Acting Officials

Chapter 1 Purpose and Guidelines

302.1.1

1. Purpose. This chapter contains standards and guidelines on providing for automatic succession to key Minerals Management Service positions. The appendixes contain actual successions where appropriate.
2. Objectives. To assure high-level direction and supervision on a continuous, uninterrupted basis.
3. Authority. Departmental Manual (302 DM 1, Designation of Acting Officials).
4. Provisions for Automatic Succession. Provisions for automatic succession have been made for the Director and for key positions at headquarters and in the field. The acting officials listed in the appendixes will act in the order indicated in case of the death, resignation, or absence of the respective principal official.
5. Temporary Provisions. There may be occasions when provisions for automatic succession are inadequate, and temporary arrangements must be made. Temporary provisions will be in writing and should be issued or approved by the official having supervision over or appointing authority for the position to be temporarily filled. The period covered should be specified; for example:

"In the absence of the (position title) from (month, day, year) through (month, day, year) or beginning (month, day, year) and until his/her return, the (position title) will perform as Acting (position title)."

6. Title of Acting Official. An official occupying a position in an acting capacity will use the title of the position occupied preceded by the word "Acting."
7. Standards. The following standards must be met in making provisions for automatic succession:
 - A. Designations will be in writing and will be incorporated in the Minerals Management Service Manual.
 - B. Designations, whenever possible, will be by position title (not by individual) and approved by the official who exercises supervision over the position.
 - C. Designations will be based on the relationship of usual duties to those to be assumed, the qualifications of the employee to serve in the acting capacity, and the training to be gained by serving in an acting capacity.

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Supersedes Release Nos. 13, 148, 151, 166, and 180
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302.1.7D

D. Records should be maintained, including paper copies of electronic mail, of the dates during which and by whom the duties of the position are temporarily assumed. The documentation serves as evidence that the designated acting official had proper authority to act for the permanent official should the designated acting official's authority be challenged.

OFFICE OF THE DIRECTOR

AUTOMATIC SUCCESSION

Principal Official

Acting Official

Director

Deputy Director

Associate Director for Offshore Minerals
Management

Associate Director for Royalty
Management

Associate Director for Policy and
Management Improvement

Associate Director for Administration and
Budget

Chief of Staff

Chief, Office of Communications

Legislative Assistant

Public Affairs Officer

ASSOCIATE DIRECTOR FOR OFFSHORE MINERALS MANAGEMENT

AUTOMATIC SUCCESSION

<u>Principal Official</u>	<u>Acting Official</u>
Associate Director for Offshore Minerals Management	Deputy Associate Director
Chief, Leasing Division	
Chief, Engineering & Operations Division	Supervisory General Engineer Chief, Performance & Safety Branch Chief, Operations Analysis Branch Chief, Engineering & Research Branch
Chief, International Activities & Marine Minerals Division	
Chief, Environmental Division	Chief, Environmental Assessment Branch Chief, Environmental Studies Branch Chief Scientist
Chief, Economics Division	
Chief, Information Technology	Assistant Division Chief Chief, Technical Services Branch Chief, Systems Development Branch
Chief, Resource Evaluation Division	

Principal Official

Acting Official

Regional Director, Alaska OCS Region

Regional Supervisor, Resource Evaluation

Regional Supervisor, Leasing &
Environment

Regional Supervisor, Field Operations

Regional Director, Gulf of Mexico
OCS Region

Deputy Regional Director

Regional Supervisor, Field Operations

Regional Supervisor, Production &
Development

Regional Supervisor, Resource Evaluation

Regional Supervisor, Leasing &
Environment

Deputy Regional Supervisory, Field
Operations

Regional Director, Pacific OCS Region

Deputy Regional Director

Regional Supervisor, Field Operations

Regional Supervisor, Environmental
Evaluation

Regional Supervisor, Production,
Development & Resource Evaluation

ASSOCIATE DIRECTOR FOR ROYALTY MANAGEMENT PROGRAM
AUTOMATIC SUCCESSION

Principal Official

Acting Official

Associate Director for Royalty Management

Deputy Associate Director

Deputy Associate Director

Chief, Accounts and Reports Division

Chief, Office of Indian Royalty
Assistance

Project Manager, Program
Reengineering Office

Special Assistant, Program Reengineering
Office (PRO)

Project Manager, PRO

Chief, Washington Royalty Office

Chief, Royalty Valuation Division

Chief, Economic Valuation Branch

Chief, Solid Minerals Valuation and
Reporting Branch

Chief, Oil and Gas Valuation Branch

Project Manager, PRO

Senior Operations Analyst

Information Technology Project
Manager

Principal Official

Acting Official

Chief, Accounting and Reports Division

Chief, Financial Branch

Chief, Reference Data Branch

Chief, Reports Branch

Chief, Financial Compliance Branch

Senior Staff Assistant

Chief, Office of Enforcement

Program Analyst - Litigation

Investigations Liaison/Program
Review Officer

Senior Auditor

Chief, Lakewood Compliance Division

Area Manager

Chief, Houston Compliance Division

Area Manager

Chief, State and Indian Compliance Division

Supervisory Auditor

Chief, Office of Indian Royalty Assistance

Senior Program Analyst

Chief, Systems Management Division

Chief, Customer Support Branch

Chief, Systems Development Branch

Chief, Technology and Planning Branch

ASSOCIATE DIRECTOR FOR POLICY AND MANAGEMENT IMPROVEMENT

AUTOMATIC SUCCESSION

Principal Official

Associate Director for Policy and
Management Improvement

Chief, Washington Division

Chief, Appeals Division

Chief, Lakewood Division

Acting Officials

Chief, Washington Division

Chief, Appeals Division

Chief, Lakewood Division

ASSOCIATE DIRECTOR FOR ADMINISTRATION AND BUDGET

AUTOMATIC SUCCESSION

Principal Official

Associate Director for
Administration and Budget

Chief, Budget and Finance Division

Chief, Personnel Division

Chief, Procurement and Support
Services Division

Chief, Information Resources
Management Division

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Acting Officials

Chief, Budget and Finance Division

Chief, Personnel Division
Chief, Procurement and Support
Services Division

Chief, Information Resources
Management Division

Chief, Equal Employment and
Development Opportunity Division

Chief, Budget Branch

Chief, Financial Management Branch

Deputy Chief

Chief, Personnel Management
Operations Branch

Chief, Human Resources Systems and
Benefits Branch

Chief, Procurement Operations Branch

Chief, Support Services Branch

Chief, Strategic Direction and
Coordination Branch

Chief, End User Services Branch

Chief, Telecommunications and
Infrastructure Support Branch

Principal Official

Chief, Equal Employment and
Development Opportunity Division

Manager, Southern Administrative
Service Center

Manager, Western Administrative
Service Center

Acting Official

Management Initiatives Program
Manager

Complaints Manager

Affirmative Action Program Manager

Chief, Personnel Branch

Chief, General Services Branch

Chief, Personnel Branch

Chief, Procurement Branch

Chief, General Services Branch

Supervisory Computer Specialist