

Department of the Interior

Departmental Manual

Effective Date: 12/11/01

Series: Organization

Part 101: Organization Management

Chapter 4: Planning and Approval for Second-Level Field Offices

Originating Office: Office of Planning and Performance Management

101 DM 4

4.1 Purpose. This chapter defines responsibilities and describes the requirements to obtain approval for establishing, abolishing, or relocating second-level field offices, as defined in 101 DM 2.4.

4.2 Policy. Second-level field office general organization descriptions are published in the Departmental Manual.

A. The Assistant Secretaries, Solicitor, Inspector General, and Heads of Secretarial Offices may, within their respective areas of responsibility, establish, abolish, consolidate, or relocate any permanent second-level field office below the first-level field office (except as noted in 101 DM 4.2C below), subject to review by the Office of Budget, Office of Congressional and Legislative Affairs, and the Office of Planning and Performance Management.

B. Descriptions of specific second-level field offices and their geographic locations are not required to be published in the Departmental Manual except as noted in paragraph D below.

C. Actions to abolish, transfer, or consolidate BIA agencies, sub-agencies, and field stations are subject to the approval of the Secretary/Deputy Secretary as required by 25 U.S.C. 62 and 63, and Executive Order 10250, as amended.

D. General descriptions of the overall functions and identification of the geographic locations of BIA agencies, sub-agencies, and field stations, will be published in the Departmental Manual.

4.3 Planning for Organizational Changes. The planning process required for establishing, abolishing, transferring, or consolidating second-level field offices will comply with the provisions of 101 DM 3.

4.4 Departmental Review Procedures.

A. Submitting Proposed Changes. Proposed changes to second-level field offices are submitted to the Department only for review. The proposed changes will be described in a

memorandum and submitted as follows:

(1) The Solicitor, Inspector General, and Heads of Secretarial Offices will submit a memorandum to the Assistant Secretary - Policy, Management and Budget (A/S-PMB).

(2) Heads of bureaus will submit a memorandum through their Program Assistant Secretary to the A/S-PMB.

B. Content of the Memorandum. The content and format of the memorandum and any supporting documentation are described in 101 DM 4, Appendix 1. Organization changes that abolish, transfer, or consolidate BIA Indian agencies and field stations will follow the procedures outlined in 101 DM 3.6. Supporting documents for changes to proposed BIA agency and Field stations are also described in that part of the chapter. The contents of the memorandum prescribed in 101 DM 4, Appendix 1, may be substituted for supporting documents identified in 101 DM 3.6.

C. Review Period. The A/S-PMB will forward the memorandum to the Office of Planning and Performance Management.

(1) The Office of Planning and Performance Management will have **ten** working days from receipt of the memorandum to obtain the Departmental review and inform the bureau or office of any Departmental concerns or problems with the proposed changes.

(2) The Office of Planning and Performance Management will forward the proposal to the Office of Budget, Office of Congressional and Legislative Affairs, and to other offices for review, as appropriate.

(3) Departmental reviewing offices will have **five** working days to review the proposal and notify the Office of Planning and Performance Management of any concerns.

D. Resolving Issues. If there are problems or concerns, the Office of Planning and Performance Management will assume lead staff responsibility in working with the bureau or office to resolve the problems and the review period may be extended up to five additional working days. Extensions must comply with 101 DM 4.4.

(1) If resolution cannot be obtained within the extended time, the Office of Planning and Performance Management will forward the notification to the A/S-PMB along with a description of the unresolved problem(s) and recommendation(s).

(2) If the problem is not resolved at the Assistant Secretary level, the notification will be forwarded to the Secretary for resolution.

4.5 **Approval.** The Department does not approve second-level field office changes except as noted in 101 DM 4.2C above.

4.6 **Announcements.** Congress and the public can be notified ten working days from the

Office of Planning and Performance Management's receipt of the memorandum, if there are no problems. If there are problems, notices to Congress and the public can be made following resolution of the problems. Personnel assignments, reprogramming of funds or other resources and interim changes will not be implemented until the Congress and the public can be notified.

101 DM 4
Appendix 1

JUSTIFICATION MEMORANDUM
FOR DEPARTMENTAL REVIEW OF
SECOND-LEVEL FIELD OFFICE
ORGANIZATIONAL PROPOSALS
WHICH DO NOT AFFECT THE DEPARTMENTAL MANUAL

Prepare a memorandum addressed to the approving official as required in 101 DM 4.4A containing information described below. If any part(s) of this request cannot be addressed, please explain.

1. Description of the organizational change for both the proposed and present field offices. Include the name, location and type of change.
2. Justification for change.
 - a. Factors making the change necessary.
 - b. Rationale for selecting site proposed.
3. Cost effectiveness.
 - a. Cost of the reorganization (e.g., relocation costs.)
 - b. Operational costs for the proposed organization and the difference in operational costs between the present and proposed organization (e.g., costs associated with salaries, utilities, rent, transportation, travel, etc.)
4. Management effects.
 - a. Effects on program management and operations including both efficiency and effectiveness.
 - b. Effects on the quality of goods and services provided to customers.
5. Budgetary impacts and/or effects on pending budget requests.

6. Human Resources Requirements (Position Management, Human Resources, and Labor Management Relations).

- a. Indicate compliance with 370 DM 312 (Position Management System) or justification for noncompliance.
- b. Explain any increase or decrease in total number of positions, or any changes in grade, level, rank, or reporting relationship.
- c. Explain any adverse impacts resulting from the change.
- d. Indicate compliance with 370 DM 711, 4.1C, National Consultation Rights.

7. Indicate the name of the organization and phone number of the person(s) to whom questions should be directed.

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