

## Department of the Interior Departmental Manual

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**Effective Date:** 06/03/13

**Series:** Organization

**Part 109:** Secretarial Officers

**Chapter 9:** Assistant Secretary – Insular Areas

**Originating Office:** Assistant Secretary – Insular Areas

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### 109 DM 9

9.1 **Program Assignments.** The Assistant Secretary – Insular Areas discharges the Secretary’s duties for matters related to U.S. territories and freely associated states. For the purposes of 109 DM 9 and 209 DM 9, unless clearly indicated otherwise by context, the terms "territory", "territories", and "territorial", are to be construed to encompass the U.S. Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands. The term “freely associated state” means the sovereign countries of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau, the relationships with the United States of which are governed by compacts of free association. This position is established pursuant to the authority contained in Section 2, Reorganization Plan No. 2 of 1966 (80 Stat. 1608).

9.2 **General Responsibilities.** The Assistant Secretary – Insular Areas is responsible for:

- A. Developing, recommending, and carrying out policy to discharge the responsibilities of the Secretary of the Interior related to territorial and freely associated state affairs.
- B. Studying the economic, social, and political problems of the territories and freely associated states and proposing policies, programs, legislation, and other actions for resolution.
- C. Advising the Secretary of the Interior on proposed legislation and other important matters affecting the territories and freely associated states.
- D. Rendering or arranging for technical assistance to achieve approved goals and objectives.
- E. Acting as principal liaison with the U. S. Congress and other Federal agencies with respect to territorial and freely associated state matters.
- F. Providing program and budget planning and overseeing performance and budget execution for Federal funds appropriated to the territories and freely associated states.

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G. Performing financial management oversight responsibilities for financial matters and operations as they relate to Federal funding to the territories and freely associated states.

H. Representing the Secretary of the Interior in matters relating to the Interagency Group on Insular Areas.

**9.3 Supervisory Authority.** The Assistant Secretary – Insular Areas exercises secretarial direction and supervision over the Office of Assistant Secretary – Insular Areas, the Office of Insular Affairs, and other offices performing functions related to matters affecting territories and freely associated states.

**9.4 Scope of Activities.** In carrying out the responsibilities described in 109 DM 9.2, the Assistant Secretary – Insular Areas:

A. Submits proposals for consideration by the Secretary through reconciling, adjusting, and amalgamating individual policy proposals and program plans submitted by the Department's bureaus and offices or other Federal agencies.

B. Exercises oversight of policies, operations, and effectiveness of inter-agency programs involving issues related to assigned program functions.

C. Sets program priorities based on Secretarial policies, demonstrated effectiveness of existing programs, and current and impending program problems and needs.

D. Undertakes or provides staff leadership for special projects designed to analyze and develop, for Secretarial approval, policies and programs resulting from proposals by civic and industrial groups, territorial governments, legislators and other agencies of the Executive Branch, foreign governments, and international bodies which bear upon or affect assigned program functions.

E. Represents the Secretary in interpreting and communicating assigned program activities to various groups and to the general public; maintains liaison with Members of Congress and committee staffs; testifies before Congressional committees on budgetary matters and legislative proposals; represents the Department in contacts with other governmental agencies, and with various private and public interest groups; and solicits and utilizes, as appropriate, information related to assigned program areas from each of these extra-Departmental sources.

F. Assigns responsibility for the execution, within available resources, of all laws and Executive Orders imposing obligations on the Secretary with respect to assigned programs.