

# DEPARTMENTAL MANUAL



# TRANSMITTAL SHEET

PART 109 DM 4	SUBJECT Organization Secretarial Officers Assistant Secretary – Policy, Management and Budget/Chief Financial Officer	RELEASE NUMBER 5026
FOR FURTHER INFORMATION, CONTACT Office of the Executive Secretariat and Regulatory Affairs		DATE 11/16/20

## EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release updates 109 DM 4 – Assistant Secretary – Policy, Management and Budget/Chief Financial Officer. Revisions to the Chapter include the following:

-Removing all responsibilities for functions performed by the Office of Insular Affairs and the Office of International Affairs. The Office of the Assistant Secretary – Insular Areas (AS – IN) was established and the Office of Insular Affairs was realigned from the Office of the Assistant Secretary – Policy, Management and Budget (AS – PMB) to AS – IN by Secretary's Order 3287 – Establishment of Assistant Secretary – Insular Areas, dated November 30, 2012. The title of the position Assistant Secretary – Insular Areas was renamed Assistant Secretary – Insular and International Affairs (AS – IN) and the Office of International Affairs was realigned from AS – PMB to AS – IN by Secretary's Order 3361 – Renaming and Restructuring the Office of the Assistant Secretary – Insular Areas, dated February 1, 2018.

Adding responsibility for:

-Planning and performance management. Established planning and performance management functions in a new Office of Planning and Performance Management (112 DM 9) created November 4, 1999, by Departmental Manual Release 3286.

-Office of Natural Resources Revenue's mineral and energy royalty collection duties. Secretary's Orders 3299 – Establishment of the Bureau of Ocean Energy Management, the Bureau of Safety and Environmental Enforcement, and the Office of Natural Resources Revenue, dated May 19, 2010; and Secretary's Order 3306 – Organizational Changes Under the Assistant Secretary – Policy, Management and Budget, dated September 30, 2010, realigned the aforementioned duties under PMB.

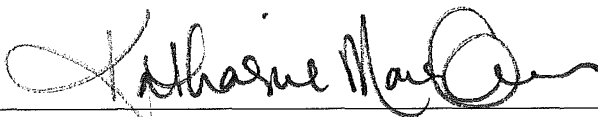
-Support for the Office of Civil Rights. Secretary's Order 3147 – Delegations – Human Resources Management, dated August 1991 designated AS – PMB as the Director of Equal Employment Opportunity and established a new Deputy Assistant Secretary for Policy, Management and Budget to assist AS – PMB in carrying out human resources matters. Secretary's Order 3148 – Reorganization of the Office of the Assistant Secretary – Policy, Management and Budget and Implementation of the Chief Financial Officers Act realigned the Office of Equal Opportunity under the Deputy Assistant Secretary.

-Support for the Office of the Chief Information Officer. Secretary's Order 3233 – Organizational Changes in the Office of the Assistant Secretary – Policy, Management and Budget, dated October 26, 2001, authorized the Office of the Chief Information Officer to report to the Secretary and receive administrative guidance and support from AS – PMB.

-Financial assistance and grants. Realigned the financial assistance and grants functions from the Office of Acquisition and Property Management to a new Office of Grants Management reporting to the Deputy Assistant Secretary – Budget, Finance, Grants and Acquisition. The Office of Grants Management was created by a new Departmental Manual Chapter (112 DM 23) dated 12/11/18, Release 4087.

-Role of Chief Acquisition Officer. Designation of the Assistant Secretary – Policy, Management and Budget as the Chief Acquisition Officer was authorized by Secretary's Order 3254 – Realignment and Reassignment of Certain Office of the Secretary Functions, dated June 24, 2004.

-Property evaluation. Secretary's Order 3363 – Consolidation of the Office of Appraisal Services and Office of Valuation Services into the Appraisal and Valuation Services Office, dated March 19, 2018, consolidated the Office of Appraisal Services (previously in the Office of the Special Trustee for American Indians) and the Office of Valuation Services in the Office of the Assistant Secretary – Policy, Management and Budget as a new Appraisal and Valuation Services Office in the Office of the Assistant Secretary – Policy, Management and Budget.



Deputy Secretary

---

FILING INSTRUCTIONS:

Remove:

109 DM 4 (3 Sheets)

Insert:

109 DM 4 (3 Sheets)