

Department of the Interior Departmental Manual

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Part 109: Secretarial Officers

Chapter 4: Assistant Secretary – Policy, Management and Budget/Chief Financial Officer

Originating Office: Office of Executive Secretariat and Regulatory Affairs

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4.1 General. The Assistant Secretary – Policy, Management and Budget (AS – PMB)/Chief Financial Officer (CFO), and Chief Acquisition Officer (CAO) discharges the authority of the Secretary of the Interior (Secretary) for management, budget, finance, planning, grants, property, and other administrative activities; and serves as the principal policy advisor to the Secretary. The AS – PMB position is established under the authority of 43 U.S.C. 1453a and 31 U.S.C 901.

4.2 Responsibilities. The AS – PMB/CFO is responsible for:

A. Providing overall management guidance and direction for the programs, plans, and resources of the Department to achieve the policies and goals established by the Secretary and the Administration. This includes: (1) developing strategic plans that are mission driven, have goals and objectives and focus on measurable results; (2) developing policies and analyzing requirements allocating resources to meet those goals and objectives; and (3) recommending corrective action, when necessary.

B. Ensuring that Department-wide policy analysis functions are appropriately coordinated and addressed.

C. Providing overall management and direction in the coordination and development of environmental policy, program evaluation, and guidance for the Department's compliance with environmental statutes, Executive orders, regulations and other requirements.

D. Ensuring that administrative appeals and other review functions of the Secretary, including Indian probate matters, public lands issues, contract appeals, land appeals, mineral royalty appeals and appeals related to the Secretary's trust responsibilities to Native Americans, are heard and adjudicated as appropriate.

E. As CFO, obtaining and managing the financial resources provided to the Department with adequate controls to ensure their responsible use. This includes ensuring the systematic accounting and auditing of resources.

F. Ensuring that the Department operates on a personnel merit system and that appropriate policies are developed governing Federal employment for the Department; coordinating the Department's outreach programs to minority-serving institutions and liaison to the Corporation for National Service.

G. Advising and assisting the Secretary to ensure that the mission and goals of the Department are achieved through strategic planning and performance, measurement, analysis, regular assessment of progress, and use of performance data to improve results.

H. Providing oversight and support for timely and accurate collection and disbursement of energy and mineral royalties, rents, bonuses, and other revenue due to the Federal Government, Indian Tribes and individual Indian mineral owners, States, and other recipients.

I. Overseeing and supporting the Office of Civil Rights as the focal point for civil rights, the equal opportunity program, and affirmative employment functions in the Department.

J. Providing administrative oversight and support for the Office of the Chief Information Officer (OCIO). (In accordance with 44 U.S.C. 3506, the Office of the Chief Information Officer reports to the Secretary.)

K. Serving as the Department's Audit Follow-up Official and overseeing audit follow-up, including resolution and corrective action.

L. Ensuring that information and associated technology are managed to support the strategic vision of the Department and are planned properly, implemented, and assessed. This includes ensuring that appropriate information is available to the public.

M. Developing and maintaining administrative policy, standards, objectives, and procedures for use throughout the Department and providing technical assistance and counsel in administrative matters to Bureaus/Offices.

N. Increasing business opportunities for small, disadvantaged, minority, and women-owned businesses through the Office of Small and Disadvantaged Business Utilization.

O. Coordinating organizational and budgetary aspects of proposed legislation with appropriate Bureaus/Offices.

P. Coordinating policy guidance for reviewing and reporting financial assistance and grants management for Bureaus/Offices.

Q. Providing management and administrative support services for the Office of the Secretary and, if requested, other organizations.

R. Undertaking special projects for the Secretary.

S. Obtaining and managing acquisition resources of the Department to monitor and evaluate the performance of acquisition activities and acquisition programs while carrying out the mission and serving as the CAO.

T. Obtaining and managing the resources of the Department to develop policy, monitor, and evaluate all property related activities (including the acquisition thereof) for carrying out the mission.

U. Providing overall management and direction in the coordination and development of financial assistance policy, business processes, evaluation, and information technology systems for the Department's compliance with statutes, Executive orders, regulations, and other requirements.

4.3 **Supervisory Authority.** The AS – PMB/CFO exercises Secretarial direction and supervision over the Chief Human Capital Officer and staff offices carrying out the responsibilities described in this chapter. Direction and supervision includes overseeing all PMB offices, as well as safety and health, wildland fire, law enforcement and security, acquisition and property management, grants management, planning and performance management, training, and employee development. The AS – PMB also provides administrative support and oversight to the OCIO and the Office of Natural Resources Revenue.