

Department of the Interior Departmental Manual

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Series: Organization

Part 109: Secretarial Officers

Chapter 5: Assistant Secretary - Water and Science

Originating Office: Office of the Assistant Secretary - Water and Science

109 DM 5

5.1 Program Assignments. The Assistant Secretary - Water and Science discharges the duties of the Secretary with the authority and direct responsibility to carry out the statutory mandate to manage and direct programs supporting the development and implementation of national water and science policies through: encouraging and assisting the development of economically and environmentally sound resource activities including development and conservation of the Nation's water supply and support of cost sharing techniques for development and management of water supplies in the 17 Western States; water resource evaluation and analysis; improving focus and effectiveness of Departmental scientific research in biology, geology, geography, hydrology and geospatial information including mapping and remote sensing activities; water, biological, energy and mineral resources investigations; natural hazard research and monitoring including earthquakes, wildlife disease, and floods; the social sciences; and understanding the environmental contributions to human health.

The Assistant Secretary - Water and Science: Advises the Secretary on scientific issues and coordinates and integrates the United States Geological Survey's (USGS) scientific activities with the other bureaus in the Department; coordinates Interior's activities with the Board on Geographic Names; represents the Secretary on the Federal Geographic Data Committee, the Civil Applications Committee, the Advisory Committee on Water Information, the Interagency GPS Executive Board, the interagency group for Antarctic policy, the Emergency Mobilization Preparedness Board, and other interagency efforts as appropriate. This position is established pursuant to the authority contained in 43 U.S.C. 1453.

5.2 General Responsibilities. The Assistant Secretary - Water and Science is responsible for:

- A. Maximizing the effectiveness of program operations of subordinate bureaus and offices.
- B. Serving as the primary Departmental contact in assigned program areas for policy related activities, which include identifying policy needs, developing and reviewing policy proposals, and interpreting established policy.
- C. Initiating proposed legislation, and regulations as appropriate, concerning assigned

program areas, reviewing legislative and regulatory proposals for consistency with approved policy, and overseeing implementation of the legislative and regulations as appropriate.

D. Ensuring that program goals are identified for assigned functions, that they support Departmental objectives, and that results are measured against them.

E. Ensuring appropriate consultation with all affected parties on assigned substantive program matters, including bureau and office heads, the Secretary, the Solicitor, other officials within the Office of the Secretary, the Office of Management and Budget, other governmental agencies, Congress, and private groups and individuals.

5.3 Supervisory Authority. The Assistant Secretary - Water and Science exercises Secretarial direction and supervision over the U.S. Geological Survey, the Bureau of Reclamation, and the Central Utah Project Completion Act Office (CUPCA).

5.4 Scope of Activities. In carrying out the responsibilities described in 109 DM 5.2, the Assistant Secretary - Water and Science:

A. Prepares proposals for consideration by the Secretary through reconciling, adjusting, and amalgamating individual policy proposals and program plans submitted by subordinate bureaus and offices.

B. Exercises oversight of policies, operations, and effectiveness of interagency and interdisciplinary 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; and makes recommendations for allocating personnel, resources, and functions using recommendations of subordinate bureaus and offices.

D. Undertakes or provides staff leadership for special projects designed to explore and develop, for Secretarial approval, policies and programs resulting from proposals by civic and industrial groups, State Governments, legislators and other departments 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, and testifies before Congressional committees on budgetary matters and legislative proposals; represents the Department in contacts with other governmental agencies, and with various private users 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.

G. Serves as the lead entity for the responsibilities of the Secretary pursuant to Titles II-IV of Public Law 102-575, the Central Utah Project Completion Act.

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