

Department of the Interior Departmental Manual

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Part 109: Secretarial Officers

Chapter 9: Assistant Secretary – Insular and International Affairs

Originating Office: Office of the Assistant Secretary – Insular and International Affairs

109 DM 9

9.1 Program Assignments. The Assistant Secretary – Insular and International Affairs discharges the Secretary's duties for matters related to U.S. territories and freely associated states, oversees and coordinates the Department's international activities, and implementation and coordination of ocean, Great Lakes, and coastal policy. 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 and International Affairs 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, international engagement, and implementation and coordination of ocean, Great Lakes and coastal policy.
- 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 in U.S. territories and freely associated states, as well as internationally in support of U.S. foreign policy and national security.

E. Acting as principal liaison with the U. S. Congress and other Federal agencies with respect to territorial and freely associated state, international, ocean, Great Lakes and coastal policy matters.

F. Providing program and budget planning and overseeing performance and budget execution for Federal funds appropriated to the territories and freely associated states.

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.

I. Ensuring that the international activities of the Department are appropriately coordinated across bureaus and offices, and are consistent with the DOI mission and/or U.S. foreign policy and national security objectives.

J. Representing the Department externally on international matters, with other Federal offices and agencies, as well as foreign government officials, and providing guidance to other Departmental officials on international activities, meetings and travel.

K. Establishing clear and consistent procedures for reviewing, and criteria for approving, all: international travel by Departmental employees, international agreements with foreign countries, and visa requests for Departmental employees.

L. Providing policy and program oversight and directs the collaborative and coordinated efforts related to the Department's ocean and coastal activities.

M. Managing and overseeing activities and developing policies related to ocean and coastal programs.

N. Serving as the Department's principal official for ocean and coastal-related initiatives.

O. Ensuring that the Department is represented at the appropriate level on the National Ocean Council, the Ocean Resource Management Interagency Policy Committee, the Ocean Science and Technology Interagency Policy Committee, and other intergovernmental committees.

9.3 Supervisory Authority. The Assistant Secretary – Insular and International Affairs exercises secretarial direction and supervision over the Office of Assistant Secretary – Insular and International Affairs; Office of Insular Affairs; Office of International Affairs; Ocean, Great Lakes, and Coastal Program; and provides guidance and coordinates with other offices performing functions related to matters affecting territories and freely associated states, international engagement, ocean, Great Lakes and coastal areas.

9.4 Scope of Activities. In carrying out the responsibilities described in paragraph 9.2 above, the Assistant Secretary – Insular and International Affairs:

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.