

## Department of the Interior Departmental Manual

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**Effective Date:** 1/14/2021

**Series:** Organization

**Part 110:** Office of the Secretary

**Chapter 18:** Great American Outdoors Act Program Management Office

**Originating Office:** Great American Outdoors Act Program Management Office

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### 110 DM 18

**18.1 Great American Outdoors Act Program Management Office.** The Great American Outdoors Act Program Management Office (GAOA PMO) is responsible for administering and directing the implementation of the Great American Outdoors Act, National Parks and Public Land Legacy Restoration Fund (GAOA LRF) program. The scope of the GAOA PMO authority does not include the implementation, oversight, or administration of Land and Water Conservation Fund (LWCF) projects or activities. The GAOA PMO issues guidance to and assists bureaus with strategically selecting and executing priority deferred maintenance projects with the overarching goal of reducing the Department of the Interior's deferred maintenance backlog and improving the condition of deteriorating assets.

**18.2 Functions.** The GAOA PMO performs the following functions related to its assigned responsibilities:

A. Identifies policies and/or revisions to existing policies or practices that are needed to maximize successful implementation of the GAOA LRF program.

B. In coordination with the Assistant Secretary – Policy, Management and Budget and the Office of Acquisition and Property Management (PAM), provides technical/implementing guidance and assistance to Bureaus and Offices to facilitate fulfillment of GAOA LRF program goals and objectives.

C. Ensures adherence to a common GAOA LRF program execution strategy and drives consistency of approach through coordinated planning, information sharing, and after-action reviews.

D. Represents the Department and/or coordinates Bureau participation on all GAOA LRF-related interagency committees and/or working groups, including coordination of GAOA LRF program implementation and execution activities with the United States Forest Service.

E. In coordination with the Assistant Secretary – Policy, Management and Budget and the Office of Budget (POB), serves as the Department's primary liaison with the Office of

Management and Budget and the United States Department of the Treasury (Treasury) on matters related to GAOA LRF implementation and execution.

F. Monitors Department-wide GAOA LRF budget authority and cash throughout the year including the management and oversight of all GAOA LRF investments and earnings on investments.

G. Establishes, in coordination with the Assistant Secretary – Policy, Management and Budget and the Office of Financial Management (PFM), risk management and internal control guidance specific to the GAOA LRF program.

H. Coordinates, in conjunction with the Assistant Secretary – Policy, Management and Budget and the Office of Financial Management (PFM), the Department’s response to GAOA LRF requests and inquiries received from the Office of the Inspector General, the United States Government Accountability Office, and the Department’s financial statement auditors.

I. Prepares GAOA LRF status/accomplishment reports, financial summaries, and other managerial and program oversight information for external and internal stakeholders.

J. Plans, coordinates, and edits responses to internal/external data requests specific to the GAOA LRF program.

K. Supports the Secretary of the Interior with developing and issuing annual GAOA LRF project selection guidance and coordinates Secretarial review and approval of projects.

L. Supplies access to technical expertise in the areas of construction and asset management to inform the project review/selection processes and monitor project execution.

M. Establishes and manages the GAOA LRF change control process governing project cancellations, substitutions, and significant changes to project lists after they have been submitted to Congress.

N. Designs systems/tools/processes for GAOA LRF information management, progress reporting, schedule and budget tracking, and performance reporting.

O. Identifies and pursues opportunities and works with the appropriate process/policy owners to improve the efficiency of the GAOA program and project delivery.

P. Supports, upon request, the Office of Communications (OCO) and the Office of Congressional and Legislative Affairs (OCL) with the formulation of press releases and responses to external inquiries or requests for information related to the GAOA LRF program.

**18.3 Organization.** The GAOA PMO is situated in the immediate Office of the Secretary and headed by a Director who reports to the Chief of Staff. The Director carries out the

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responsibilities of the Office with the assistance of a Deputy Director and four Assistant Directors.

A. The Director provides executive leadership and serves as a key advisor and consultant to the Department and its bureaus on the full spectrum of opportunities, issues, and policies related to GAOA LRF program. The Director works closely with the bureau Project Managers on GAOA LRF program execution.

B. The Deputy Director helps lead the GAOA PMO's response to high priority assignments, represents the Director at major meetings, oversees execution of the GAOA PMO's budget, and assists the Director in carrying out the functions of the GAOA PMO including the supervision of the four Assistant Directors.

C. The Assistant Director – Construction Management (AD-CM) in close coordination with the Office of Acquisition and Property Management (PAM) is responsible for coordinating with and providing technical direction to bureaus on GAOA LRF program execution. The AD-CM supports cross-bureau collaboration, resource planning and information sharing to generate efficiencies. The AD-CM supports the Secretary of the Interior with developing annual GAOA LRF project selection guidance, coordinating a tiered review process, preparing and packaging materials for the annual budget submission, and managing the project change control process. Throughout the lifecycle of GAOA LRF deferred maintenance projects, the AD-CM and staff advise and inform project planning and selection, perform independent project reviews, and supply project consultation, as requested. The AD-CM identifies needed updates to asset and construction management policies and procedures, helps resolve issues associated with program and/or project delivery, and coordinates responses to data calls.

D. The Assistant Director – Process Improvement (AD-PI) is responsible for identifying redundancies and streamlining business processes in support of GAOA LRF program delivery. The AD-PI coordinates the pursuit of policy updates through the formation of strike teams or working groups and identifies internal and external collaboration opportunities that strengthen project delivery and bolster GAOA LRF program success.

E. The Assistant Director – Data Management (AD-DM) is responsible for establishing GAOA LRF data management protocols and managerial decision support tools in coordination with the Office of Acquisition and Property Management, the Business Integration Office (BIO), and the Department's Chief Data Officer. The AD-DM and staff also work closely with the Office of Planning and Performance Management (PPP) and the bureaus to design and implement performance metrics for the GAOA LRF program. The AD-DM supports GAOA LRF program transparency and accountability.

F. The Assistant Director – Budget & Finance (AD-BF) in close coordination with POB, is responsible for obtaining warrants of funds from Treasury and serves as liaison on all matters dealing with GAOA LRF budget execution and control with OMB and Treasury. The AD-BF works with Bureau Budget Officers (BBOs) to prepare and submit GAOA LRF apportionment and reappropriation documents to POB and is responsible for the management

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and oversight of all GAOA LRF investments and earnings on investments. The AD-BF and staff develop and disseminate GAOA LRF guidance, monitor GAOA LRF budget execution throughout the year, including obligations and outlays, and maintain controls on allocation of funds imposed by Congress and OMB. The AD-BF, in coordination with the Office of Financial Management (PFM), is also responsible for issuing risk assessment and internal control guidance specific to the GAOA LRF program and monitoring compliance.

Great American Outdoors Act Program Management Office

