

Department of the Interior Departmental Manual

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Series: Organization

Part 110: Office of the Secretary

Chapter 2: Office of the Solicitor

Originating Office: Office of the Solicitor

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2.1 Headquarters and Overall Organization. The Office of the Solicitor, initially established pursuant to 43 U.S.C. § 1455, consists of a headquarters organization in Washington, D.C., and regional and field offices located throughout the United States. An organization chart is attached.

2.2 Headquarters Organization and Responsibilities. The Office's headquarters organization consists of the Immediate Office of the Solicitor (including the Solicitor, the Principal Deputy Solicitor, the Deputy Solicitors, the Departmental Ethics Office, the Departmental Freedom of Information Act (FOIA) Office, and the Indian Trust Litigation Office), six legal divisions, and an administrative division. Responsibility for headquarters functions is divided as follows:

A. Solicitor. The Solicitor is the principal legal adviser to the Secretary and the chief legal officer of the Department. He or she is responsible for and supervises all legal work in the Department, other than that specifically delegated to the Justices of American Samoa, the Office of Congressional and Legislative Affairs, and the Office of Hearings and Appeals. The authority of the Solicitor, as delegated by the Secretary, is set forth in 205 DM and 209 DM 3. The Solicitor additionally serves as the Chief FOIA Officer for the Department. The Solicitor may be assisted by one or more Special Assistants or Counselors.

B. Principal Deputy Solicitor. The Principal Deputy Solicitor manages the daily operations of the Office. He or she has full authority to represent the Solicitor in supervising Associate and Regional Solicitors and the Director of the Departmental Ethics Office in connection with all legal, operational, and administrative matters; and to provide legal counsel to the Secretary, the Deputy Secretary, the Secretariat, and the heads of Bureaus and Offices. In the absence of the Solicitor, the Principal Deputy Solicitor serves as Acting Solicitor.

C. Deputy Solicitors. The Solicitor and the Principal Deputy Solicitor are assisted by one or more Deputy Solicitors who are responsible for providing advice and counsel on specific legal subject areas as determined by the Solicitor. Each Deputy Solicitor is responsible for the supervision of one or more Associate Solicitors.

D. Departmental Ethics Office. The Departmental Ethics Office is headed by a Director who is the Designated Agency Ethics Official and has the authority to coordinate and manage the Department's ethics program. The Departmental Ethics Office is solely responsible for legal counseling on, and legal interpretation of, laws and regulations related to ethical conduct; review and certification of financial disclosure reports; approval of outside work; executing waivers and authorizations; providing guidance and support to Bureau ethics programs; and serving as the principal contact on ethics matters to the Office of Government Ethics and the Office of Inspector General.

E. Departmental FOIA Office. The Departmental FOIA Office is headed by the Deputy Chief FOIA Officer, who oversees and directs the Department's FOIA program in consultation with, as appropriate, the Deputy Bureau Directors.

F. Indian Trust Litigation Office. The Indian Trust Litigation Office is headed by a Director. The Office is responsible for defending litigation brought by Indian Tribes and individual Indians asserting violations of the Secretary's trust responsibility for Tribal and individual Indian trust funds and for providing legal advice to Department's trust Bureaus and offices concerning Tribal and individual Indian trust fund accounts.

G. Legal Divisions. Each of the six legal divisions is headed by an Associate Solicitor who is responsible for legal work related to the programs and activities of the Office of the Secretary and Bureau offices in the Washington, D.C., area. Except as noted in paragraph G(1) below, each Associate Solicitor may be assisted by one or more Assistant Solicitors, who may serve as Acting Associate Solicitor in the absence of the Associate Solicitor.

(1) The Division of General Law is responsible for legal matters related to procurement, patents, and intellectual property; torts; insular areas; equal employment opportunity, labor law, and other personnel matters; and administrative and other general legal issues, including legislative and appropriations issues not assigned to another division. In addition, the Division provides legal assistance and counsel to the Assistant Secretary – Policy, Management and Budget and to the Endangered Species Committee. The Division includes the Employment and Labor Law Unit. The Division also includes the Departmental FOIA/Privacy Act (PA) Appeals Officer, who receives, monitors and issues final determinations on all FOIA/PA appeals made to the Department. The Associate Solicitor for the Division of General Law is assisted by a Deputy Associate Solicitor, who may serve as Acting Associate Solicitor in the absence of the Associate Solicitor.

(2) The Division of Indian Affairs is responsible for legal matters related to the programs and activities of the Bureau of Indian Affairs and the Bureau of Indian Education, except those responsibilities delegated to the Indian Trust Litigation Office. In addition, the Division provides legal assistance and counsel to the Assistant Secretary – Indian Affairs and the Special Trustee for American Indians.

(3) The Division of Land Resources is responsible for legal matters related to the programs and activities of the Bureau of Land Management (BLM), other than legal matters related to the Bureau's minerals programs. The Division asserts affirmative claims pursuant to

the Comprehensive Environmental Response, Compensation, and Liability Act for costs incurred by the Department's Bureaus. In addition, the Division provides legal assistance and counsel to the Assistant Secretary – Land and Minerals Management and the Assistant Secretary – Policy, Management and Budget.

(4) The Division of Mineral Resources is responsible for legal matters related to the programs and activities of the Bureau of Ocean Energy Management, Bureau of Safety and Environmental Enforcement, and Office of Surface Mining Reclamation and Enforcement, as well as legal matters related to the minerals programs of BLM. It also advises the U.S. Geological Survey on its minerals-related programs and activities. In addition, the Division provides legal assistance and counsel to the Assistant Secretary – Land and Minerals Management on matters relating to the Bureaus named above.

(5) The Division of Parks and Wildlife is responsible for legal matters related to the programs and activities of the National Park Service, U.S. Fish and Wildlife Service, and biological research functions of the U.S. Geological Survey. In addition, the Division provides legal assistance and counsel to the Assistant Secretary for Fish and Wildlife and Parks and the Assistant Secretary – Water and Science on matters relating to the Bureaus named above.

(6) The Division of Water Resources is responsible for legal matters pertaining to water issues for the various Bureaus of the Department, including assertion and defense of all State-law based and Federal reserved claims in coordination with the U.S. Department of Justice. The Division also provides legal assistance and counsel to the Assistant Secretary – Water and Science, Assistant Secretary – Indian Affairs, and the Secretary's Indian Water Rights Office.

H. Division of Administration. The Division of Administration is headed by an Associate Solicitor who is responsible for providing and coordinating administrative and management support services required by the Office of the Solicitor. The services provided by the Division include budget and financial management, personnel management, space and property management, procurement and contracting, program evaluation and planning, telecommunications, information technology management, records management, training, continuity of operations and security. The Associate Solicitor for the Division of Administration may be assisted by one or more Deputy Directors.

2.3 Regional and Field Organization and Responsibilities. The field structure of the Office of the Solicitor includes the following:

A. Regional Solicitors. Each Regional Solicitor is responsible for the legal work related to the programs and activities of the Bureaus and Offices within the geographic boundaries of the Regional Solicitor's designated region. This responsibility is carried out by the immediate staff in each regional office and by the staff in the respective subordinate field offices. The Regional Solicitor may be assisted by one or more Assistant Regional Solicitors.

B. Field Solicitors. Each Field Solicitor is subordinate to a Regional Solicitor, and is responsible for the legal work related to the programs and activities of the Bureaus and Offices within geographic boundaries of the Field Solicitor's designated geographic area.

C. Office Locations and Areas Served. The following paragraphs identify the office locations for the eight Regional Solicitors, as well as the office locations of their respective subordinate field offices.

(1) Regional Solicitor, Alaska. The Office of the Regional Solicitor, Alaska is located in the Anchorage, Alaska metropolitan area.

(2) Regional Solicitor, Intermountain. The Office of the Regional Solicitor, Intermountain is located in the Salt Lake City metropolitan area. A subordinate field office is located in the Phoenix, Arizona metropolitan area.

(3) Regional Solicitor, Northeast. The Office of the Regional Solicitor, Northeast is located in the Minneapolis-St. Paul, Minnesota metropolitan area. Subordinate field offices are located in the Boston, Massachusetts metropolitan area, and the Pittsburgh, Pennsylvania metropolitan area.

(4) Regional Solicitor, Pacific Northwest. The Office of the Regional Solicitor, Pacific Northwest is located in the Portland, Oregon metropolitan area. A subordinate field office is located in the Boise, Idaho metropolitan area.

(5) Regional Solicitor, Pacific Southwest. The Office of the Regional Solicitor, Pacific Southwest is located in the Sacramento, California metropolitan area. A subordinate field office is located in the San Francisco, California metropolitan area.

(6) Regional Solicitor, Rocky Mountain. The Office of the Regional Solicitor, Rocky Mountain is located in the Denver, Colorado metropolitan area. A subordinate field office is located in the Billings, Montana metropolitan area.

(7) Regional Solicitor, Southeast. The Office of the Regional Solicitor, Southeast is located in the Atlanta, Georgia metropolitan area. A subordinate field office is located in the Knoxville, Tennessee metropolitan area.

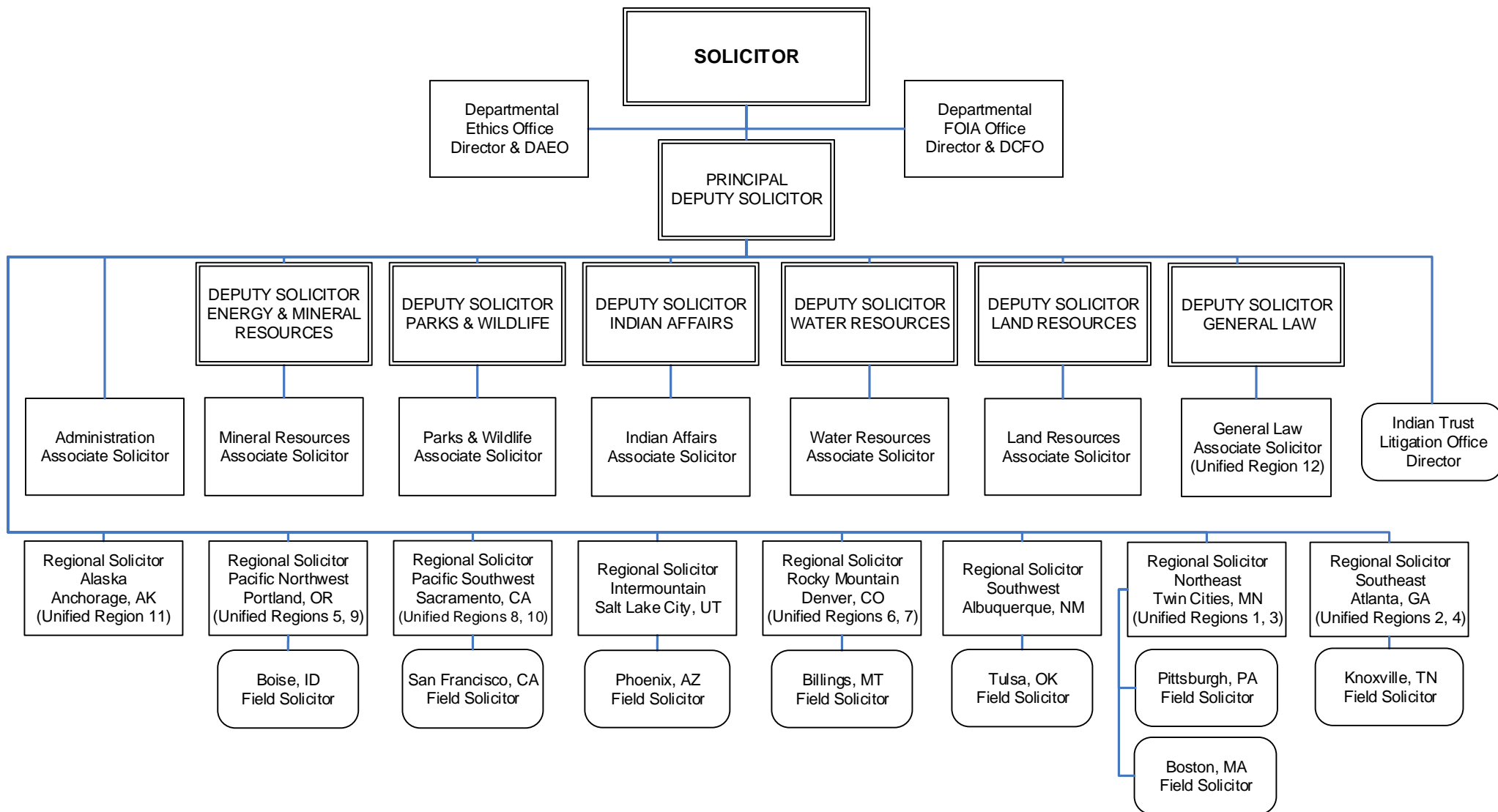
(8) Regional Solicitor, Southwest. The Office of the Regional Solicitor, Southwest is located in the Albuquerque, New Mexico metropolitan area. A subordinate field office is located in the Tulsa, Oklahoma metropolitan area.

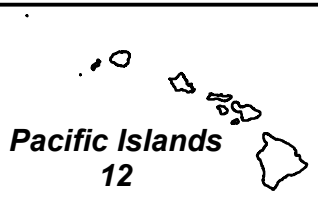
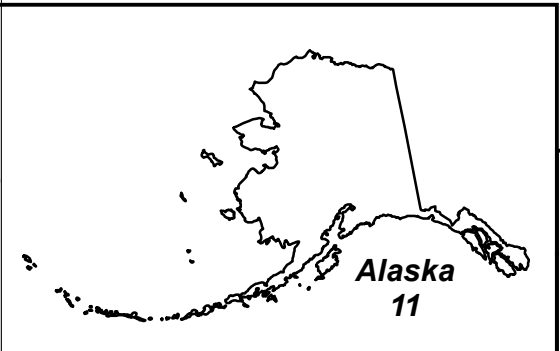
D. Unified Regions. To support the operations of the Department's Unified Regions, Office of the Solicitor managers listed below are designated as Principal Legal Advisor to the Unified Region. The Principal Legal Advisor, or the Principal Legal Advisor's designee, is responsible for ensuring appropriate legal advice, counsel, and support to the designated Unified Region. (A full description of the Unified Regions is at 105 DM 3. See Appendix for a map of the Unified Regions).

- (1) North Atlantic-Appalachian (Region 1) - Regional Solicitor, Northeast
- (2) South Atlantic-Gulf (Region 2) - Regional Solicitor, Southeast
- (3) Great Lakes (Region 3) - Regional Solicitor, Northeast
- (4) Mississippi Basin (Region 4) - Regional Solicitor, Southeast
- (5) Missouri Basin (Region 5) - Regional Solicitor, Pacific Northwest
- (6) Arkansas-Rio Grande-Texas-Gulf (Region 6) - Regional Solicitor,
Rocky Mountain
- (7) Upper Colorado Basin (Region 7) - Regional Solicitor, Rocky Mountain
- (8) Lower Colorado Basin (Region 8) - Regional Solicitor, Pacific Southwest
- (9) Columbia-Pacific Northwest (Region 9) - Regional Solicitor,
Pacific Northwest
- (10) California-Great Basin (Region 10) - Regional Solicitor, Pacific
Southwest
- (11) Alaska (Region 11) - Regional Solicitor, Alaska
- (12) Pacific Islands (Region 12) - Associate Solicitor, General Law

DEPARTMENT OF THE INTERIOR
OFFICE OF THE SOLICITOR
ORGANIZATIONAL CHART

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*Region 12 Includes: Hawaii, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and other US possessions in the Pacific

