

# DEPARTMENTAL MANUAL



## TRANSMITTAL SHEET

PART Part 111 DM 1-3	SUBJECT ORGANIZATION AND DELEGATION Office of the Assistant Secretary – Insular and International Affairs	RELEASE NUMBER 5036
FOR FURTHER INFORMATION, CONTACT Office of the Assistant Secretary – Insular and International Affairs		DATE 12/4/20

### EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release (DM) updates the functional descriptions for the Office of the Assistant Secretary – Insular and International Affairs and offices reporting to the Assistant Secretary – Insular and International Affairs.

The new and revised DM chapters incorporate directives contained in Secretary's Order 3361, Renaming and Restructuring the Office of the Assistant Secretary – Insular Areas, dated February 1, 2018. The specific DM changes include the following:

The title of the position of the Assistant Secretary – Insular Areas is renamed Assistant Secretary – Insular and International Affairs.

111 DM 1: Organization - Office of the Assistant Secretary - Insular and International Affairs. This is a new chapter that identifies the responsibilities and organizational structure for the Office of the Assistant Secretary – Insular and International Affairs.

111 DM 2: Organization - Office of Insular Affairs. The chapter is updated and the DM part and chapter are renumbered from 112 DM 5 to 111 DM 2 to reflect realignment from the Office of the Assistant Secretary – Policy, Management and Budget to the Office of the Assistant Secretary – Insular and International Affairs.

111 DM 3: Organization - Office of International Affairs. The chapter is updated and the DM part and chapter are renumbered from 112 DM 31 to 111 DM 3 to reflect realignment from the Deputy Assistant Secretary – Policy and International Affairs within the Office of the Assistant Secretary – Policy, Management and Budget, to the Office of the Assistant Secretary – Insular and International Affairs.

Deputy Secretary

### FILING INSTRUCTIONS:

Remove:

None

112 DM 5 (3 Sheets)

112 DM 31 (3 Sheets)

Insert:

111 DM 1 (2 Sheet) (New)

111 DM 2 (3 Sheets)

111 DM 3 (3 Sheets)