

Department of the Interior Departmental Manual

Effective Date: 12/4/20

Series: Organization

Part 111: Insular and International Affairs

Chapter 2: Office Insular Affairs

Originating Office: Office of Insular Affairs

111 DM 2

2.1 Office of Insular Affairs. The Office of Insular Affairs discharges the Secretary's responsibilities for matters related to American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the U.S. Virgin Islands Palmyra Atoll, Wake Atoll, and the freely associated states of the Federal States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. The Office is headed by a Director, who reports to the Assistant Secretary – Insular and International Affairs.

2.2 Functions. The Office is responsible for the following:

A. Oversees development and implementation of budget, policies, and programs to discharge the Secretary's responsibilities on insular matters.

B. Develops policies, programs, legislation, and other actions to resolve issues facing the insular areas.

C. Acts as official representative of the Secretary with outside organizations such as the U.S. Congress, other Federal agencies, insular area governments, and private and public interest groups on insular matters.

2.3 Organization. The Office is headed by a Director who supervises and manages the functions of the office with assistance of the following:

A. Division of Policy.

(1) Proposes, negotiates and implements policies and programs to discharge the Secretary's responsibilities for the insular areas and coordinates Federal programs in the freely associated states.

(2) Evaluates the political, economic, and social development of insular areas and makes recommendations for their improvement.

- (3) Participates in bilateral and multilateral negotiations on international agreements.
- (4) Exercises administrative responsibility for the nine excluded areas of Palmyra Atoll and, as appropriate, the residual administrator of Wake Atoll.
- (5) Performs Congressional liaison functions for the office, including drafting legislation and the Department's positions on legislation.
- (6) Assists the Technical Assistance Division in analyzing and monitoring technical assistance projects.

B. Division of Budget and Grants Management.

- (1) Formulates, presents, and executes the budget for insular programs, including coordination of budget activities with Bureaus/offices, OMB, and Congressional appropriations committees.
- (2) Administers financial assistance to the insular areas.
- (3) Performs management control, audit liaison and other Chief Financial Officers Act activities for the Office.
- (4) Analyzes and negotiates agreements related to financial assistance to the insular areas.
- (5) Provides financial oversight to ensure that Federal funds provided to insular areas are used consistent with their authorized purposes.
- (6) Fulfills the Government Performance and Results Modernization Act of 2010 (GPRAMA) (Pub. L. 111–352) requirements.

C. Division of Technical Assistance.

- (1) Administers the General Technical Assistance program including all grants, interagency agreements (reimbursable agreements) and contracts to provide support not otherwise available to the insular areas for urgent, immediate needs in the insular areas.
- (2) Proposes administrative policies and procedures for technical assistance programs.
- (3) Tracks expenditures of technical assistance funds.
- (4) Administers the Maintenance Assistance program, Brown Tree Snake program, Virgin Islands Rum Excise Tax advances, and Guam Section 30 advances.

(5) Provides grant administration support for the Coral Reef and Natural Resources Initiative.

(6) Provides technical support for ongoing execution of the American Samoa Tobacco loan.

2.4 Field Organization. As needed or required by law, the Director may station employees in American Samoa, Guam, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.