

Department of the Interior Departmental Manual

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Series: Organization

Part 112: Policy, Management and Budget

Chapter 1: Office of the Assistant Secretary – Policy, Management and Budget

Originating Office: Office of the Assistant Secretary – Policy, Management and Budget

112 DM 1

1.1 General. The Assistant Secretary – Policy, Management and Budget (AS – PMB)/Chief Financial Officer (CFO) discharges the authority of the Secretary for Departmental management, budget, and other administrative activities, and serves as the principal policy advisor to the Secretary. (See 109 DM 4 for a description of the AS – PMB/CFO’s responsibilities.)

1.2 Organization. The AS – PMB/CFO carries out responsibilities assigned to the office with assistance from a Principal Deputy Assistant Secretary; Deputy Assistant Secretaries who oversee and manage the PMB offices; and a Chief of Staff. (See attached organization chart). The Chief Information Officer and the Director, Office of Civil Rights report to the Secretary of the Interior and receive administrative support and guidance from the AS – PMB.

A. Deputy Assistant Secretary – Policy and Environmental Management (DAS – PEM). The DAS – PEM is responsible for the Office of Policy Analysis; Office of Environmental Policy and Compliance; Office of Restoration and Damage Assessment; National Invasive Species Council; Office of Planning and Performance Management; and Office of Native Hawaiian Relations.

B. Deputy Assistant Secretary – Budget, Finance, Grants and Acquisition (DAS – BFGA). The DAS – BFGA is responsible for the Office of Budget; Office of Grants Management; Office of Financial Management (whose Director also serves as the Deputy CFO); Business Integration Office; Office of Acquisition and Property Management; and Office of Small and Disadvantaged Business Utilization. The Director, Office of Acquisition and Property Management is also the Senior Procurement Executive and reports to the AS – PMB. The Director, Office of Acquisition and Property Management receives administrative support and guidance from the DAS – BFGA. The Director, Office of Small and Disadvantaged Business Utilization reports to the Deputy Secretary and receives administrative support and guidance from the AS – PMB through the DAS – BFGA.

C. Deputy Assistant Secretary – Administrative Services (DAS – AS). The DAS – AS is responsible for the Appraisal and Valuation Services Office; Office of Hearings and Appeals; Office of Facilities and Administrative Services; Interior Business

05/16/19 #5004

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Center; Office of Collaborative Action and Dispute Resolution; and the Business and Administrative Division. The Business and Administrative Division reports to the DAS – AS and provides administrative support and services for the immediate Office of the Assistant Secretary – Policy, Management and Budget, offices reporting to the AS – PMB, and other offices in the Office of the Secretary, when needed.

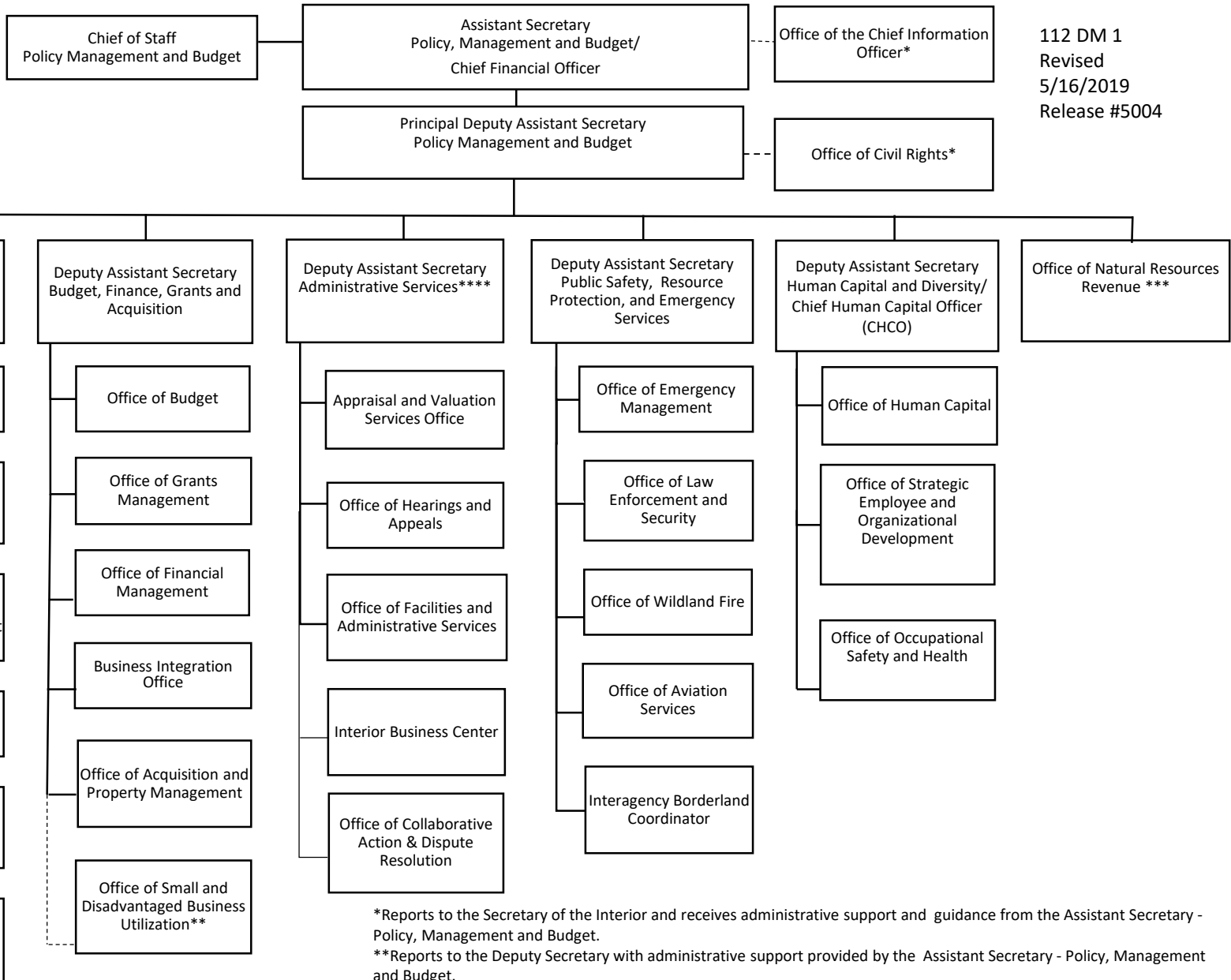
D. Deputy Assistant Secretary – Public Safety, Resource Protection, and Emergency Services (DAS – PRE). The DAS – PRE is responsible for the Office of Emergency Management; Office of Law Enforcement and Security; Office of Wildland Fire; Office of Aviation Services; and the Interagency Borderland Coordinator.

E. Deputy Assistant Secretary – Human Capital and Diversity (DAS – HCD). The DAS – HCD is also the Chief Human Capital Officer (CHCO). The CHCO is the designated official for the Department’s drug and alcohol policy and approves drug testing for designated positions under the Drug-Free Workplace Program. The DAS – HCD is responsible for the Office of Human Capital, Office of Strategic Employee and Organizational Development, and the Office of Occupational Safety and Health.

F. Director, Office of Natural Resources Revenue (ONRR). The Director ONRR reports to the AS – PMB, and oversees and manages the Office of Natural Resources Revenue. The ONRR headquarters is located in Denver, CO.

Office of the Assistant Secretary – Policy, Management and Budget

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*Reports to the Secretary of the Interior and receives administrative support and guidance from the Assistant Secretary - Policy, Management and Budget.

**Reports to the Deputy Secretary with administrative support provided by the Assistant Secretary - Policy, Management and Budget.

*** Headquarters is located in Denver, Colorado.

****The Business and Administrative Division staff report to the Deputy Assistant Secretary – Administrative Services.