

## Department of the Interior Departmental Manual

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**Series:** Organization

**Part 112:** Policy, Management and Budget

**Chapter 10:** Interior Business Center

**Originating Office:** Interior Business Center

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### 112 DM 10

**10.1 Interior Business Center.** The Interior Business Center (IBC) is a shared services center of the Department of the Interior (Department) responsible for providing essential mission support services to the Office of the Secretary, Interior Bureaus and Offices, and other Federal agency customers.

A. The IBC is a certified Federal shared services provider for human resources (HR), payroll, and financial management services and a Department-authorized shared services provider for acquisition services.

B. The IBC operates on a full cost recovery, fee-for-service basis through the Office of the Secretary Working Capital Fund and the Interior Franchise Fund.

C. The IBC operates in a fiscally responsible manner through implementation of appropriate financial management practices, processes, and internal controls.

**10.2 Mission.** The IBC mission is to provide exceptional quality business solutions and administrative services to meet the mission support needs of the Department and other Federal agencies.

**10.3 Functions.** The IBC delivers responsive, mission-enabling acquisition, financial management, and human resources services to the Department and other Federal agencies. The IBC provides:

A. Acquisition services to meet a broad range of customer needs, including information technology, accounting, aviation, research and development, construction, professional training and development, operations and administration, and medical support functions.

B. Comprehensive financial management, accounting, and core financial system implementation and support services, and indirect cost rate negotiations with Indian Tribes and other non-Federal entities (*e.g.*, non-profit organizations and State, local, and Insular Area governments).

C. A full range of operational human resources and payroll services, personnel security and suitability programs, and Drug-Free Workplace programs.

**10.4 Organization.** The IBC is under the Deputy Assistant Secretary – Administrative Services in the Office of the Assistant Secretary for Policy, Management and Budget. The IBC is headquartered in Washington, DC, where the Office of the Director provides leadership and support for three lines of business: acquisition services, financial management services, and human resources services (see attached organization chart). The Director provides leadership and oversight for, and is responsible for the fiscal integrity of, IBC and its three service directorates. The Director leads the delivery of shared services, ensuring that products and services are customer driven, and carries out the responsibilities of the Office with the assistance of the following:

A. Deputy Director. The Deputy Director serves as the Chief Operating Officer and Chief Risk Officer and ensures effective planning and management of services, operations, and resources. The Deputy Director guides IBC business strategy, leads risk and performance management, and ensures accountability and transparency throughout the organization.

B. Chief of Staff. The Chief of Staff serves as the principal advisor to the Director and other IBC Senior Executives with specific responsibility for overseeing projects and initiatives that foster change and improvements needed to achieve the organization's vision and strategic priorities. The Chief of Staff provides analysis of and advice on complex, politically sensitive, and special interest matters; consultation on employee and labor relations; and guidance to successfully support IBC and Departmental missions.

C. Associate Director – Enterprise Management (AD-EM). The AD-EM serves as the Chief Financial Officer. The AD-EM effectively forecasts IBC resource needs and manages their utilization, including providing direct oversight of enterprise financial management, human capital strategy, infrastructure, communications, and information technology resources.

D. Associate Director – Acquisition Services Directorate (AD-AQD). The AD-AQD manages and directs the acquisition line of business. The AD-AQD serves as the IBC Head of the Contracting Activity and has overall responsibility for managing procurement services. The AD-AQD ensures compliance with Federal and Departmental acquisition statutes, regulations, and policies, and guides IBC procedures, processes, and systems to responsibly support customers' acquisition needs.

The Acquisition Services Directorate provides total lifecycle procurement services including pre-award, post-award, and close-out activities for the Department and other Federal agency customers.

E. Associate Director – Financial Management Directorate (AD-FMD). The AD-FMD manages and directs the financial management line of business. The AD-FMD ensures compliance with Federal and Departmental financial management statutes, regulations, and policies, and guides IBC procedures, processes, and systems to responsibly support customers' financial management needs.

The Financial Management Directorate provides support for accounting transactions; charge cards; finance and procurement systems, including core financial systems and Oracle® Federal Financials; eTravel; quarters program management, which entails cross-servicing support for rental of government housing to Federal employees; and indirect cost rate negotiations with Indian Tribes and other non-Federal entities (*e.g.*, non-profit organizations, and State, local, and Insular Area governments).

F. Associate Director – Human Resources Directorate (AD-HRD). The AD-HRD manages and directs the HR line of business. The AD-HRD ensures compliance with Federal and Departmental personnel and payroll statutes, regulations, and policies, and guides IBC procedures, processes, and systems to responsibly support customers' HR needs.

The Human Resources Directorate provides payroll and personnel action processing, labor cost distribution, time and attendance, benefits processing, talent and performance management, drug and alcohol testing, data reporting, and related HR services for the Department and other Federal agency customers.

## Interior Business Center

