

# DEPARTMENTAL MANUAL



## TRANSMITTAL SHEET

PART 112 DM 11 and 112 DM 23	SUBJECT ORGANIZATION Policy, Management and Budget Office of Acquisition and Property Management Office of Grants Management	RELEASE NUMBER 4086 - 4087 DATE DEC 11 2018
FOR FURTHER INFORMATION, CONTACT Office of Acquisition and Property Management		

### EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release includes the following changes described below:

#### 112 DM 11 – Office of Acquisition and Property Management (PAM)

-The chapter is updated to remove the financial assistance policy and oversight functions that are transferred to a new Office of Grants Management.

-The word “Integrated” is removed from the title of the Department’s Charge Card Program to reflect the Department’s transition of the Charge Card program to a new servicing bank and the Charge Card program is no longer integrated.

-The Title of the Associate Director, Acquisition and Financial Assistance is changed to Associate Director, Acquisition to reflect the removal of the financial assistance function.

-The title of the Associate Director, Facility and Property Management is changed to Associate Director for Asset Management to more accurately reflect the scope of the functions which include: real and personal property, energy management, transportation, fleet, space and housing, and museum property.

#### 112 DM 23 – Office of Grants Management

-This chapter describes the realignment of the financial assistance functions and responsibilities from PAM to a new Office of Grants Management.

-The office is responsible for executive level leadership and direction, program evaluation and oversight, coordinating development and implementation of Departmental policy and guidance, and providing advocacy and support for bureau programs and operations.

Senior Advisor to the Secretary

Exercising the Authority of the Assistant Secretary for Policy, Management and Budget

### FILING INSTRUCTIONS:

#### Remove:

112 DM 11 (2 Sheets)

#### Insert:

112 DM 11 (2 Sheets)

112 DM 23 (1 Sheet) - New