

Department of the Interior Departmental Manual

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Series: Organization

Part 112: Policy, Management and Budget

Chapter 38: Bipartisan Infrastructure Law and Inflation Reduction Act Program Management Office

Originating Office: Bipartisan Infrastructure Law and Inflation Reduction Act Program Management Office

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38.1 Bipartisan Infrastructure Law Program Management Office. The Bipartisan Infrastructure Law (BIL) and Inflation Reduction Act (IRA) Program Management Office (PMO) is responsible for administering and directing the implementation of the PUBLIC LAW 117–58—NOV. 15, 2021, Infrastructure Investment and Jobs Act or Bipartisan Infrastructure Law and PUBLIC LAW 117–169—AUG. 16, 2022, Inflation Reduction Act of 2022 programs. The BIL/IRA PMO issues guidance to and assists Bureaus and Offices with strategically executing projects and programs in support of the overarching goals of the BIL and IRA.

38.2 Functions. The BIL/IRA PMO performs the following functions related to its assigned responsibilities:

A. Identifies policies and/or revisions to existing policies or practices that are needed to maximize successful implementation of the BIL and IRA programs.

B. Under the general direction of the Assistant Secretary (AS) – Policy, Management and Budget (PMB), and in coordination with the PMB offices, provides technical/implementation guidance and assistance to Bureaus and Offices to fulfill BIL and IRA program goals and objectives.

C. Ensures adherence to a common BIL and IRA program execution strategy and drives consistency of approach through coordinated planning, information sharing, and after-action reviews.

D. Coordinates with the BIL Coordinator on Bureau participation in BIL and IRA-related interagency committees and/or working groups.

E. Under the general direction of the AS-PMB and in coordination with the Office of Budget (POB), serves as the Department of the Interior (Department)'s primary liaison with the Office of Management and Budget and other Federal organizations on matters related to BIL and IRA program implementation and execution.

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F. Ensures BIL and IRA programs inclusion in the Department-wide Enterprise Risk Management and Internal Controls programs by collaborating with the Office of Planning and Performance Management (PPP) for overall risk treatments, and the Offices of Financial Management (PFM), Chief Information Officer (OCIO), and Grants Management (PGM) for internal controls related to finance, IT, grants, and acquisitions, respectively.

G. Supports the Department Infrastructure Coordinator and other senior leadership in governance and management of BIL and IRA programs.

H. Coordinates, under the general direction of the AS-PMB and in consultation with the PFM, the Department's response to BIL and IRA requests and inquiries received from the Office of the Inspector General, the United States Government Accountability Office, and the Department's financial statement auditors.

I. Prepares BIL and IRA status and accomplishment reports, financial summaries, and other managerial and program oversight information for external and internal stakeholders.

J. Plans, coordinates, and edits responses to internal/external data requests specific to the BIL and IRA programs.

K. Designs systems, tools, and processes for BIL and IRA information management, progress reporting, schedule and budget tracking, and performance reporting.

L. Identifies and pursues opportunities and works with the appropriate offices to improve the efficiency of the BIL and IRA program and project delivery.

M. Supports, upon request, the Office of Communications and the Office of Congressional and Legislative Affairs in the formulation of press releases and responses to external inquiries or requests for information related to the BIL and IRA programs.

38.3 Organization. The BIL/IRA PMO is situated in the Office of the AS-PMB and headed by a Director who reports to the Principal Deputy Assistant Secretary – PMB. The Director carries out the responsibilities of the Office.

A. The Director provides executive leadership and serves as a key advisor and consultant to the Department and its Bureaus on the full spectrum of functions, issues, and policies related to BIL and IRA. The Director works closely with the Bureau Project Leads on BIL and IRA program execution.

B. The Office is staffed by subject matter experts who work collaboratively with Bureau and Office staff to advance the Department's implementation of the BIL and IRA program.