

Department of the Interior

Departmental Manual

Effective Date: 7/25/97

Series: Organization

Part 112: Policy, Management and Budget

Chapter 5: Office of Insular Affairs

Originating Office: Office of Insular Affairs, Office of the Secretary

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5.1 Office of Insular Affairs. The Office of Insular Affairs discharges the Secretary's responsibilities for matters related to American Samoa, Guam, the U.S. Virgin Islands, the Commonwealth of the Northern Mariana Islands, Palmyra Atoll, Wake Atoll, Navassa 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 Deputy Assistant Secretary - Policy and International Affairs.

5.2 Organization and Functions.

A. **The Office of the Director**, includes the Director, Deputy Director, and their immediate staffs (an organization chart is attached). The Deputy Director has the full authority of the Director and acts in the Director's absence. The Office of the Director performs the following:

- (1) Oversees the development and implementation of budget, policies and programs to discharge the Secretary's responsibilities on insular matters.
- (2) Develops policies, programs, legislation and other actions to resolve issues facing the insular areas.
- (3) 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.
- (4) Performs the public affairs functions of the Office.
- (5) Supervises the Divisions of Policy, Financial Management, and Technical Assistance.

B. **The Division of Policy** performs the following functions:

- (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) Serves as the civil administrator of Palmyra and Navassa Atolls and, as appropriate, the residual civil administrator of Wake Atoll.

(5) Performs the Congressional liaison functions for the office, including drafting legislation and Departmental positions on legislation.

(6) Assists the Technical Assistance Division in analyzing and monitoring technical assistance projects.

C. The Division of Financial Management performs the following:

(1) Formulates, presents and executes the budget for insular programs, including coordination of budget activities with Departmental 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, as well as the Insular Management Control Program.

(4) Analyzes and negotiates agreements related to financial and technical 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.

D. The Division of Technical Assistance performs the following:

(1) Provides necessary resources to assist the insular governments in resolving significant problems.

(2) Initiates new economic and public service programs.

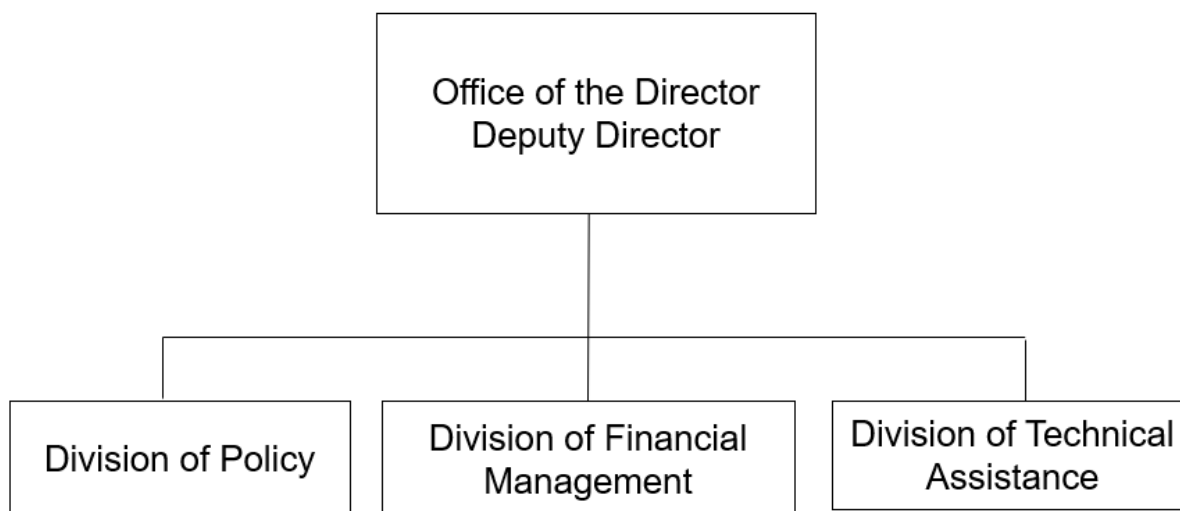
(3) Proposes administrative policies and procedures for technical assistance programs.

(4) Tracks expenditures of technical assistance funds.

(5) Administers the Operations and Management Improvement Program.

E. 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.

Office of Insular Affairs



7/25/97 #3167

Replaces 12/19/84 #2614