

## Department of the Interior

### Departmental Manual

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**Effective Date:** 01/18/2017

**Series:** Organization

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

**Chapter 6:** Office of Policy Analysis

**Originating Office:** Office of Policy Analysis

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#### 112 DM 6

**6.1 Office of Policy Analysis.** The Office of Policy Analysis is responsible for assisting in evaluating Departmental programs, developing new programs and major program changes, carrying out major studies of policies and programs, and conducting economic analyses of the full range of matters and issues affecting or touching upon the activities of the Department and other Federal and State agencies, including energy, environmental, and other natural resource issues. The Office coordinates and guides inter-agency and multi-bureau program development and policy analysis tasks, provides guidance to bureau and office analytic staffs, and undertakes issue analysis and decision documents on behalf of the Secretary and the Assistant Secretary – Policy, Management and Budget. The Office also coordinates activities of the Department related to ocean, coastal, and Great Lakes issues, science, climate change adaptation and resilience, the Arctic, and invasive species.

#### 6.2 Functions.

A. Provides evaluative and legislative analyses of Departmental programs and organizational issues in support of development of new programs, modification of existing programs, and development of the Department's budget and legislative plan.

B. Reviews legislative proposals, correspondence, and other memoranda and communications for policy and budgetary adequacy in coordination with the Office of Congressional and Legislative Affairs, the Office of Budget, the Office of the Executive Secretariat and Regulatory Affairs, and other Secretarial offices.

C. Conducts studies and analyses related to Departmental programs and issues to ensure the programs are effectively conceived, that viable alternatives or options are properly developed and displayed, and that the Secretariat is fully informed of all the significant implications of resource decisions.

D. Consults with and advises the analytic staffs of the Assistant Secretaries and bureaus with respect to methods and standards for economic and other analytical studies to ensure that such studies reaching the Office of the Secretary for action meet high professional standards.

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Special studies are initiated and carried out by the Office and/or bureaus with general technical guidance from the Office.

E. Provides general and specialized staff assistance at the request of the Secretariat on highly important Departmental issues and provides consultation and advice to all bureaus and organizations in the Department on matters of economic and policy analysis and evaluation.

F. Reviews and approves all Records of Compliance of rulemaking. Prior to approval by the Assistant Secretary – Policy, Management and Budget, reviews all preliminary and final Regulatory Impact Analyses and initial and final analyses prepared pursuant to the Regulatory Flexibility Act, the Small Business Regulatory Enforcement Fairness Act, the Unfunded Mandates Act, and other laws or Executive Orders pertaining to rulemaking. Provides general and specialized staff assistance to bureaus/offices on preparation of analyses and documents related to rulemaking.

G. Provides staff assistance to the Secretary on the economics of endangered species recovery plans as well as in the Secretary's role as Chairman of the Endangered Species Committee, which rules on applications for exemptions from the restrictions of Section 7 of the Endangered Species Act (ESA).

H. Coordinates and guides inter-agency and multi-bureau program development, policy analysis tasks, and activities, and helps develop guidelines and methods related to resource management, as appropriate and necessary.

I. Coordinates ocean, coastal, and Great Lakes activities throughout the Department, and guides and participates in interagency activities dealing with national policies related to ocean, coastal, and Great Lakes activities.

J. Leads Departmental invasive species policy and program collaboration across bureaus and represents the Department by providing testimony to Congress and serving as the Department's representative to the National Invasive Species Council. Serves as the Department's principal resource and contact for interdepartmental coordination, collaboration, and planning on invasive species.

**6.3 Organization.** The Office is headed by a Director who reports to the Deputy Assistant Secretary – Policy and International Affairs. The Director is assisted by a Deputy Director in managing and carrying out the responsibilities of the Office. (See attached organization chart) The responsibilities of the office are carried out with assistance from administrative support staff and the following teams:

A. Economics Team. The Economics Team provides economic analysis of policy issues and conducts major long range policy studies. The Team's work is often conducted in cooperation with bureau staff, other Federal agencies, and states.

B. Programs Team. The Programs Team provides analysis, monitoring, and coordination for cross-cutting Departmental initiatives and issues.

C. Ocean, Coastal, and Great Lakes Team. The Ocean, Coastal, and Great Lakes Team coordinates ocean, coastal, and Great Lakes activities throughout the Department and participates on interagency committees that address national ocean policy and coastal and marine conservation, science, and management.

## Office of Policy Analysis

