

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 112 DM 1, 6, 11, and 28	SUBJECT ORGANIZATION Policy, Management and Budget Offices of the Assistant Secretary – Policy, Management and Budget	RELEASE NUMBER 4057 – 4060
FOR FURTHER INFORMATION, CONTACT Office of the Assistant Secretary – Policy, Management and Budget		DATE JAN 18 2017

This Departmental Manual Release updates functional descriptions for the following offices in the Office of the Assistant Secretary – Policy, Management and Budget: Office of the Assistant Secretary – Policy, Management and Budget (112 DM 1); Office of Policy Analysis (112 DM 6); Office of Acquisition and Property Management (112 DM 11) and Office of Native Hawaiian Relations (112 DM 28). Revisions to the chapters include:

112 DM 1

Adds the National Invasive Species Council under the Deputy Assistant Secretary – Policy and International Affairs and removes references to the Oceans and Coastal Coordinator and the National Invasive Species Council Staff.

112 DM 6

- Adds language that describes the Deputy Director's responsibilities.
- Removed language for the Paperwork Reduction Act responsibility. The responsibility in the Office of Policy Analysis is transferred to the Office of the Chief Information Officer.
- Adds responsibility for Article coordination and analyses in support of the Bureau of Indian Affairs.

112 DM 11

- Realigns the Department of the Interior Museum and the Indian Arts and Crafts Board from the Immediate Office of the Secretary to the Office of Acquisition and Property Management.
- Abolishes the position of Deputy Director, Office of Acquisition and Financial Assistance.
- Adds the position of Deputy Director, Office of Acquisition and Property Management

112 DM 28

Adds the position of Senior Program Director.

Principal Deputy Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:

112 DM 1 (2 Sheets)
112 DM 6 (3 Sheets)
112 DM 11 (2 Sheets)
112 DM 28 (1 Sheet)

Insert:

112 DM 1 (2 Sheets)
112 DM 6 (2 Sheets)
112 DM 11 (2 Sheets)
112 DM 28 (1 Sheet)