

Department of the Interior Departmental Manual

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Series: Organization

Part 112: Policy, Management and Budget

Chapter 11: Office of Acquisition and Property Management

Originating Office: Office of Acquisition and Property Management

112 DM 11

11.1 Office of Acquisition and Property Management. The Office of Acquisition and Property Management is responsible for all policy aspects of Department-wide functions related to acquisition and Federal financial assistance (grants and cooperative agreements); real and personal property, including museum property; housing management; space management policy; energy efficiency; water conservation; renewable energy programs; and fleet management and related automated systems. The Office provides executive level leadership and direction, coordinates policy development, program evaluation and guidance, and provides advocacy and support for program and bureau operations in all of its functional areas.

11.2 Functions. The Office performs the following functions related to its assigned responsibilities:

- A. Provides technical guidance and assistance to bureaus and offices to facilitate accomplishing program goals and missions.
- B. Prepares for publication and maintains appropriate Departmental regulations, policies, procedures, and data.
- C. Represents the Department and/or coordinates bureau participation on all functionally-related interagency committees, taskforces/working groups, as well as steering and advisory committees working on the development and modification of Government-wide policies.
- D. Serves as principal focal point and liaison office for the Department in dealing with external organizations, such as the Office of Management and Budget's Office of Federal Procurement Policy, Federal Real Property Council, and the General Services Administration, which establish and coordinate Government-wide policies and procedures in the Office's functional areas.
- E. Reviews regulations, policy, and operational matters relative to assigned duties which require Departmental approval, and advises and makes appropriate recommendations.

F. Coordinates Department-wide implementation of Government-wide initiatives in acquisition, financial assistance, and property management area.

G. Establishes and implements performance measures and internal controls related to its functional areas.

H. Manages Department-wide access and input into Government-wide data collection systems related to its functional areas.

I. Oversees the Department's Integrated Charge Card program.

J. Chairs or directs the activity of Departmental or inter-bureau committees established to develop Departmental policy, exchange information, and standardize procedures and the automation of systems in order to improve transparency, accountability and service to customers.

K. Administers the Federal Acquisition Certification in Contracting (FAC-C) program, certifying that all contracting professionals throughout the Department possess the proper education, training and experience requirements to effectively conduct the acquisition business of the Department. Also manages the Federal Acquisition Certification for Program/Project Managers (FAC-P/PM) program for managers of major programs and projects in the Department.

L. Administers the Department's Suspension and Debarment program and promotes acquisition integrity.

M. Develops policies and procedures for systems development and facilitates implementation of integrated automated administrative systems in acquisition, financial assistance, energy, real and personal property, and fleet management activities, including the Financial and Business Management System (FBMS). This includes reporting and data integrity oversight for acquisition, financial assistance and property information.

N. Oversees the Department's Museum and Heritage Assets programs, including the Department of the Interior Museum, the Indian Arts and Crafts Board, and a Departmental Federal Preservation Officer.

O. Oversees the Department's energy and water conservation programs.

P. Provides centralized coordination, policy and oversight for the Department's transportation programs.

Q. Provides necessary guidance to the bureaus and coordinates preparation of the annual Departmental inventory of commercial and inherently governmental activities in accordance with Federal law.

11.3 Organization. The Office is headed by a Director who also serves as the Department's Senior Procurement Executive. As Senior Procurement Executive, the Director reports to the Assistant Secretary – Policy, Management and Budget, designated as the Department's Chief Acquisition Officer. The Director receives support and guidance from the Deputy Assistant Secretary – Budget, Finance, Performance, and Acquisition. The authority of the Director is provided in 212 DM 11. The Director is a co-owner of the Department's Financial and Business Management System (FBMS). The Director is assisted by the Deputy Director; the Associate Director, Facility and Property Management; Suspension and Debarment Program Director; Chief of Staff; and administrative support staff (see attached organization chart). The Office is staffed by functional analysts who serve as lead analysts on specific initiatives and programs, working collaboratively with bureau staff in workgroups and teams, as necessary, to facilitate consensus and ensure a high level of responsiveness to the needs of the Secretary, the bureaus, and external agencies and organizations.

A. Deputy Director supports the Director and directs and oversees the strategic direction and effectiveness of the Department's acquisition and financial assistance functions.

B. Associate Director, Facility and Property Management supports the Director and directs and oversees the strategic direction and effectiveness of the Department's facility and asset management; space and housing; energy management; real, personal and museum property management; fleet; and heritage asset and preservation programs.

C. Suspension and Debarment Program Director supports the Director and serves as the Department's technical expert on use of the suspension and debarment remedy in the prevention of fraud, waste and misuse associated with procurement and non-procurement actions. The Suspension and Debarment Program Director oversees the processing and analysis of cases referred for suspension or debarment, and makes findings and recommendations relative to procurement and non-procurement suspension and debarment actions that protect the integrity of DOI programs.