

Department of the Interior Departmental Manual

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Series: Organization

Part 120: U.S. Geological Survey

Chapter 2: Office of the Director

Originating Office: U.S. Geological Survey

120 DM 2

2.1 Basic Organization. The U.S. Geological Survey (USGS) consists of a headquarters organization located in Reston, Virginia, with subordinate geographic areas and field offices located throughout the United States. A USGS organization chart is attached.

2.2 Office of the Director. The Director reports to the Assistant Secretary for Water and Science and is responsible for all activities of the USGS. The Director is assisted by a Deputy Director who shares with the Director the responsibility for direction and coordination of all USGS programs and activities. Associate Directors, Office Directors, and Office Chiefs share in the responsibility for leading and managing specific mission areas or functions and report to the Director or Deputy Director.

2.3 Offices Reporting to the Director.

A. Associate Directors for Mission Areas share in the planning and direction of the USGS integrated science programs that contribute to the mission of the USGS and are responsible for ensuring resources are available to carry out the planning, development, and accomplishment of the science programs:

- (1) Associate Director for Climate and Land Use Change (see 120 DM 5)
- (2) Associate Director for Core Science Systems (see 120 DM 6)
- (3) Associate Director for Ecosystems (see 120 DM 7)
- (4) Associate Director for Energy and Minerals, and Environmental Health
(See 120 DM 8)
- (5) Associate Director for Natural Hazards (see 120 DM 9)
- (6) Associate Director for Water (see 120 DM 10)

B. Associate Director for the Office of Budget, Planning and Integration is responsible for bureau-wide policy, guidance, and direction for strategic planning, budget formulation, execution, presentation, advocacy, and accountability for wise and efficient use in promoting the scientific and business excellence of the USGS.

C. Associate Director for the Office of Communications and Publishing is responsible for planning and managing bureau-wide public affairs and congressional activities; developing a USGS communications strategy that includes all customers and stakeholders; providing public affairs and public relations activities on behalf of USGS organizations and programs; advising senior managers on communications and external relations, including Congress and the public; and managing the publishing of USGS science products, including the USGS Enterprise Publishing Network.

2.4. Offices Reporting to the Deputy Director.

A. Associate Directors for Bureau Support Areas share in the planning and direction of the bureau management activities, information technology, and human capital:

(1) The Associate Director for Administration and Enterprise Information
(See 120 DM 3).

(2) The Associate Director for Human Capital (See 120 DM 4).

B. Regional Executives have line authority of science centers and are responsible for managing the implementation of integrated science programs within their assigned areas of responsibilities (See 120 DM 11).

C. Chief, Office of Diversity and Equal Opportunity is responsible for developing USGS policies, programs, and guidelines to assure proper implementation of equal opportunity laws and regulations; implementation of diversity and inclusion initiatives and activities; providing guidance and assistance on related matters to managers, supervisors and employees; developing and delivering equal opportunity and diversity and inclusion related training; managing the discrimination complaints programs; developing and monitoring implementation of Affirmative Employment Plans for Women, Minorities and People with Disabilities; developing and managing USGS' Special Emphasis Programs; developing and managing the Disability Program; developing and managing the USGS' diversity and inclusion program; managing minority and disability outreach efforts and coordinating partnerships with Historically Black Colleges and Universities, Hispanic Serving Institutions, Hispanic Association of Colleges and Universities, Tribal Colleges and Universities, and other higher educational institutions with high concentrations of minorities, women, and people with disabilities.

D. Senior Advisor for Science Applications.

(1) Serves as the principal staff advisor to the USGS Director, Deputy Director, and the Associate Directors for major national Earth science applications programs that involve

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substantial external coordination with other Federal agencies, State and local governments, private industry, and public interest groups.

(2) Provides executive direction and oversight to the Office of International Programs which is responsible for coordinating USGS international activities and for serving as the USGS liaison with the Department of State, the U.S. Agency for International Development, international organizations, and other Federal agencies working in the international arena. The Office manages USGS international agreements and the travel approval process for USGS international travelers, including official passports, visas, Department of the Interior approvals and country clearance cables.

E. Director of the Office of Science Quality and Integrity is responsible for the following:

(1) Monitoring and enhancing the integrity, quality, and health of USGS science; and providing ethics advice and counsel to employees on an extensive range of complex standards of conduct and ethics matters in accordance with Federal ethics statutes and regulations, U.S. Office of Government Ethics opinions and guidance, and Department of the Interior and USGS policies.

(2) Managing USGS education and youth development programs including the USGS pre- and post- doctoral program, student employment, and the USGS scientist emeritus program;

(3) Administering the evaluation, review, and recognition processes for USGS research, development, and senior scientists; facilitating USGS activities with Native American governments, organizations, and people; and for overseeing the USGS scientific integrity activities including fundamental science practices, the peer review of USGS publications, and implementation of publication, data and laboratory policy, and practices that ensure quality and integrity.

(4) Administering the financial disclosure system; conducts ethics training; prepares an annual Financial Guide for USGS Employees; and issues authoritative ethics opinions regarding conflicts of interest, impartiality, outside work and activities, gifts to and between employees, use of Government resources, acceptance of contributions to the USGS, acceptance of travel expenses from non-Federal entities, fundraising, nepotism, endorsements, lobbying, political activities, court testimony, post-government employment, contractors in the Federal workplace, Intergovernmental Personnel Act Agreements, agreements with nongovernmental entities, and Federal advisory committees.

U.S. Geological Survey

