

Department of the Interior Departmental Manual

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Part 120: U.S. Geological Survey

Chapter 3: Office of the Associate Director for Administration and Enterprise Information

Originating Office: U.S. Geological Survey

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3.1 Office of the Associate Director for Administration and Enterprise Information. The Associate Director for Administration and Enterprise Information provides executive-level leadership for the development and implementation of policies and strategic and operational plans related to the business information and administrative systems, financial, facilities, safety, security, acquisition, and information technology enterprise, and infrastructure of the U.S. Geological Survey (USGS). Responsibility also includes exercising the authority delegated by the USGS Director to support the financial, facilities, safety, security, procurement and information technology enterprise and infrastructure of the bureau. The Associate Director also serves in the role of Assistant Director for Information Resources (ADIR) and works collaboratively with the Department's Chief Information Officer to focus on the strategic application of IT to meet mission needs with an emphasis on employing enterprise service, and to oversee the orderly migration of the bureau's information technology infrastructure to the ownership, management, and control of the Department. Responsibilities for non-ADIR functions are shared with a Deputy Associate Director. The Associate Director and Deputy Associate Director are responsible for planning, policy development, program coordination, capital planning, and review for the following bureau-wide functions.

3.2 Offices Reporting to the Associate Director for Administration and Enterprise Information.

A. Office of Accounting and Financial Management provides bureau-wide financial management and administrative support for payments, collections, and travel, technical support, training and management control for the users of the Department of the Interior's (DOI) Financial and Business Management Systems (FBMS) and bureau oversight and monitoring of fiscal programs, financial operating procedures, and allocation management. In addition, the Office provides advice, formulation, and direction of bureau-wide accounting and financial

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management designed to meet the needs of management in achieving overall program objectives and to ensure full compliance with applicable laws and regulations.

B. Office of Acquisition and Grants is responsible for management of bureau acquisition and financial assistance functions. The Office has primary policy responsibility for administering legal actions prerequisite to effective acquisition and financial assistance, coordinated and integrated bureau-wide acquisition, contracting, and assistance (grants and cooperative agreements) program. Bureau-wide contractual support for major ADP/Telecommunications projects is handled by the Office. These responsibilities encompass a broad range of acquisition policy and operational functions that ensure formulation and implementation of contract, cooperative agreement, grant and purchasing practices and procedures in compliance with laws and regulations.

C. Office of Business Information Systems (OBIS) supports USGS automated resource management systems and electronic processes which includes the analysis, design, development, testing, implementation, documentation, user training, operations, maintenance, and user support for bureau-specific management systems. The OBIS provides support for all operational aspects of the USGS implementation of the FBMS. In addition, the OBIS develops and maintains Budget and Science Information Plus (BASIS+), the standard bureau-wide automated project information system that supports science project planning, budgeting, and reporting throughout the USGS. The OBIS also manages interfaces between the FBMS and BASIS+, provides security point of contact and liaison duties for the Federal Personnel Payroll System and Quicktime, and develops automated reports and processes. The OBIS is responsible for and performs required management control reviews, security reviews, Privacy Act information evaluations, systems testing and evaluations, and certification and accreditation of administrative business applications.

D. Office of Internal Control and Reporting (OICR) is responsible for evaluating the adequacy of the internal control environment within the bureau, including the effectiveness of existing policies and procedures and operational activities, in addition to performing internal and external financial reporting for the bureau. The OICR develops procedures to ensure the bureau's compliance with Office of Management and Budget (OMB) Circular A-123, and provides assistance in evaluating internal practices and policy changes on topics relevant to all bureau operations. The OICR is also responsible for maintaining the integrity of the general ledger of the bureau, developing reports using cost accounting models, reporting to Treasury and OMB, and in producing the annual USGS Performance and Accountability Report.

E. Office of Management Services is responsible for administering bureau-wide programs and providing staff advice, direction, and guidance in the areas of space and facilities

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management, security, property management, safety and industrial health, environmental and emergency management, supply management, and other administrative services programs.

F. Office of Policy and Analysis is responsible for management of the bureau's directives system including the Survey Manual, Handbooks, and Instructional Memoranda. The Office manages the bureau's Technology Transfer Program, including the preparation, review, and approval and technology assistance agreements; evaluation of USGS inventions for patentability and commerciality and preparation of patent applications and non-disclosure agreements; and execution of non-exclusive, exclusive, and partially exclusive licenses to companies interested in marketing, manufacturing, or using USGS developed technology. The Office also reviews non-standard cooperative and reimbursable agreements for compliance with statutory and regulatory requirements.

G. Office of Enterprise Information (OEI) supports the management of information technology resources including the Capital Planning and Investment Control program and manages software licensing. In addition, the OEI supports enterprise-wide communications services and web applications facility communications and information sharing between USGS organizations across the landscape. The OEI works closely with the DOI's Office of the Chief Information Officer. The Chief of the Office is also the Deputy Assistant Director for Information Resources and shares with the Associate Director the responsibilities for working with the Department's Chief Information Officer to focus on strategic application of IT to meet needs with an emphasis on employing enterprise services and common architecture.

H. Office of Information Technical Services (OITS) manages the information technology backbone of networks and systems. In addition, the OITS manages information technology security programs including certification and accreditation and risk reduction. The OITS works closely with the DOI's Office of the Chief Information Officer.