

Department of the Interior Departmental Manual

Effective Date: 5/16/2022

Series: Organization

Part 142: U.S. Fish and Wildlife Service

Chapter 13: Assistant Director – Management and Administration

Originating Office: U.S. Fish and Wildlife Service

142 DM 13

13.1 Assistant Director - Management and Administration advises the Director and is responsible for managing a myriad of business management and administrative functions Service-wide. These include financial management activities; acquisition and property activities; Service-wide safety, occupational health, and industrial hygiene programs; economic analyses; policy and Service-wide directives and regulations; risk management and analytics; audits and internal control; strategic and annual performance planning; resource allocation and budget development, execution, and analysis; human capital programs; and workforce requirements. The Assistant Director also is the executive overseeing the Service's Administrative Operations Center (AOC), which is a program where administrative employees work cross-Regionally and Service-wide to provide a more efficient administrative workforce. AOC employees support initiatives inside and outside of their physical Regional or Headquarters offices, a practice that leads to the more consistent and effective implementation of administrative requirements. In addition, the Assistant Director serves as the Service's Chief Financial Officer (CFO), Head of the Contracting Activity, and Designated Agency Safety and Health Official. The Assistant Director oversees and manages the following divisions and offices:

- A. The Division of Budget and Performance.
 - (1) Directs and manages the budget formulation process by developing budget proposals based on applicable internal, Departmental, or Office of Management and Budget (OMB) guidance.
 - (2) Coordinates presentation of the President's budget for the Service to Congress, which includes preparing the Director or designated witness for congressional hearings, responding to congressional questions for the record, and coordinating and preparing capability and effects statements.
 - (3) Reviews and ensures compliance with congressional directives that originate in appropriations law and report language.
 - (4) Works to obtain warrants or electronic funds transfers from the Treasury to the Service and the funds apportionment from OMB, and prepares allotments for entry in the Service's financial system.

(5) Initiates and reviews proposed changes in appropriation structure and language, participates in and coordinates budgetary determinations, and reviews proposals for supplementary budget requests and reprogramming of funds.

(6) Interprets appropriations bills, conducts assessments; and reports on impacts on the Service's programs and budgetary requirements.

(7) Implements Departmental and OMB directives and provides technical assistance on all budgetary matters.

(8) Maintains control of the budget process and the limitation of funds that the Congress and OMB impose.

(9) Reviews the status of obligations and expenditures to evaluate program progress, determines whether spending plans are being met, and recommends adjustments to conform to policy and the effective use of financial resources.

(10) Prepares summaries and analyses of special reports on budget proposals, appropriations, and related matters for the Director, Office of the Secretary, OMB, other Federal agencies, and the Congress and acts as liaison with those entities.

(11) Provides management analysis expertise and performs evaluation studies that provide information for Service management's decision making.

(12) Administers the Government Performance and Results Act.

(13) Coordinates the development and maintenance of the Service's Operational Plan, annual performance plans, and program performance reports.

(14) Serves as the Service's principal contact with the Department on linking Service goals with Departmental strategic plan goals, and represents the Service to the Department and other agencies and organizations on cost and performance policies, evaluation, and related initiatives.

(15) Coordinates actions required under other planning, evaluation, and program effectiveness analyses and public accountability initiatives.

B. The Division of Human Capital.

(1) Develops and reviews Service-wide human capital management policies, programs, procedures, and automated systems.

(2) Serves as the primary point of contact for the Directorate regarding workforce issues and policy.

(3) Provides human resources management advice and policy guidance and

interpretation to servicing Human Resources personnel in the AOC and to employees.
(See Table 1.)

Table 1
Areas of Management Advice and Policy Guidance
Covered by the Division of Human Capital

• Workforce planning	• Anti-harassment programs
• Organization and position management	• Work/life programs
• Position classification, staffing, and recruitment	• Employee benefits
• Performance management	• Human resource accountability reviews
• Executive resources	• Compensation management
• Employee and labor relations	• Time and attendance
• Awards	• Personnel security
• Grievances	• Human resource systems

(4) Conducts human capital studies, projects, and workforce analyses of Service-wide scope and impact.

C. The Division of Policy, Economics, Risk Management, and Analytics.

(1) Is responsible for the coordination and publication of policies, regulations, and notices published in the Federal Register, and the coordination of public comments entered into Regulations.gov.

(2) Manages and ensures the quality of the Service's directives system, which includes the Fish and Wildlife Service Manual, Director's Orders, policy memoranda, and handbooks.

(3) Ensures programs and offices who manage Federal Advisory Committee Act (FACA) committees comply with the Act and coordinates FACA reporting for the Department and OMB.

(4) Coordinates and assists programs to comply with Paperwork Reduction Act requirements for information collection.

(5) Develops procedures for and oversees regulatory review and reform, both internal and external surveys of employees, and patents and inventions processing.

(6) Establishes financial management and accounting policies and procedures that comply with the policies and standards of the Department of the Interior, OMB, Department of the Treasury, Government Accountability Office and entities such as the Federal Accounting Standards Advisory Board.

(7) Develops standards and analytical procedures to help accomplish Service-wide objectives required under the following acts: The Endangered Species Act; Clean

Water Act; Comprehensive Environmental Response, Compensation, and Liability Act; National Environmental Policy Act; Federal Power Act; Executive Order 12866; and the Regulatory Flexibility Act.

(8) Conducts economic and policy studies, including: analysis of the national and regional economic effects of designating critical habitat for endangered or threatened species, valuing natural resource damages from oil or other hazardous material contamination, analysis of socioeconomic impacts of Service land acquisitions and other activities, and development of special studies and reports to meet the Service's programmatic needs.

(9) Coordinates Office of Inspector General and Government Accountability Office audits and resolution of findings through corrective action.

(10) Coordinates activities involving OMB Circular A-123 by developing, scheduling, and managing the Service internal controls program and by reviewing internal controls over financial reporting in accordance with the requirements of OMB Circular A-123, Appendix A.

(11) Develops policies and procedures in such financial areas as accounting, financial controls, financial transaction processing, financial systems, financial reporting, funds control, travel, cash management, debt collection, charge card administration, and cost recoverable activities.

(12) Coordinates the Service's annual Federal Activities Inventory Reform (FAIR) Act inventory.

(13) Coordinates the Service's responses to Office of Inspector General (OIG) Hot Line Complaint referrals and OIG Investigations.

(14) Conducts financial analyses of operations to support the Service Directorate and the CFO and coordinates activities related to the annual financial statement audit that OIG conducts.

(15) Provides oversight to all Service users of the Financial and Business Management System (FBMS).

(16) Supports managers in using decision support tools and data analytics to further the Service's mission.

D. The Division of Acquisition, Property, and Project Management.

(1) Develops and reviews Service-wide policy and procedures governing contracting, personal property (including vehicle fleet) and space management, and coordinates related issues with the Department.

- (2) Conducts contract file reviews when required by established policy.
- (3) Conducts acquisition training, acquisition management reviews, and other internal control activities in response to Departmental, Government Accountability Office (GAO), and OIG recommendations.
- (4) Manages the Small Business Development Program in coordination with the Office of Small and Disadvantaged Business Utilization (OSDBU).
- (5) Manages the Acquisition and Leasing Certification Programs in coordination with the Department and the Office of Federal Procurement Policy (OFPP).
- (6) Manages the use, reporting, and accountability of personal property and leased space.
- (7) Provides project management expertise to assist Headquarters and Regional organizations in implementing process redesign and/or system design and implementation projects in order to improve organizational efficiency and effectiveness.
- (8) Manages the Headquarters facility for efficient operations, while prioritizing the security, safety, and well-being of Service employees and visitors.
- (9) Develops Service-wide policy and procedures for U.S. mail and other shipping vendors, and coordinates related issues with the Department.

E. Administrative Operations Center (AOC). For all of the management and administrative areas described in sections A through D above, provides day-to-day, cross-Regional, operational implementation and support, specifically through the following AOC divisions:

- (1) Division of Financial Operations, which includes accounts payable and receivable, reimbursable agreements, travel and charge card support, general accounting and financial statements, and financial systems support.
- (2) Division of Acquisition and Property Operations, which includes contracting, personal property and fleet, and space management.
- (3) Division of Human Resource Operations, which includes staffing, classification, employee-management relations, compensation and benefits, processing records in various systems, personnel security, and HR solutions and system delivery.
- (4) Division of Safety Operations, which includes safe work practices, occupational health, workers' compensation, and tort claims.
- (5) Division of Customer Experience, which includes accountability, communications, employee engagement, standards, and training as they all relate to management and administrative personnel.

U.S. Fish and Wildlife Service
Assistant Director – Management and Administration

