

Department of the Interior Departmental Manual

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Series: Organization

Part 155: Bureau of Reclamation

Chapter 13: Deputy Commissioner, Policy, Administration and Budget

Originating Office: Bureau of Reclamation

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13.1 Deputy Commissioner, Policy, Administration and Budget. The Deputy Commissioner, Policy, Administration and Budget, serves as the liaison with the Department of the Interior (Department), and other agencies and outside organizations on administrative matters; develops and coordinates Bureau of Reclamation (Reclamation) programs, budget activities, and fiscal management; oversees the human resources, diversity, and equal employment opportunity programs as well as Federal Advisory Committees and regulatory affairs; advises the Commissioner and formulates Reclamation Manual policy, directive and standards, and guidance regarding administrative programs. Responsibilities include information management and technology (IMT), cybersecurity, records management, finance, acquisition, financial assistance, property, fleet management, and programmatic areas including dam safety auditing, oversight of design, cost estimating, and construction activities, safety, emergency management, Reclamation directives and internal controls, environmental compliance, cultural resource management, Reclamation law, and security. The Deputy Commissioner establishes, implements, and monitors performance measures for evaluating and improving program accomplishments and serves as the Chief Financial Officer, responsible for ensuring Reclamation's compliance with mandates of the Chief Financial Officers Act of 1990 and oversees all financial management activities relating to programs and operations of Reclamation. The Deputy Commissioner also functions as the Designated Agency Safety and Health Official in accordance with the Occupational Safety and Health Act of 1970. This office is located in Washington, D.C. The following offices report to the Deputy Commissioner, Policy, Administration and Budget:

A. Manager, Human Resources Division. The Manager, Human Resources Division, serves as Reclamation's Human Capital Officer and provides Reclamation-wide human resource program and policy development, guidance, and implementation in the following areas: employee development, position classification and pay, staffing and recruitment, executive resources program, retention, performance management, labor and employee relations, benefits and retirement, incentive awards, workforce planning, accountability, and automated human resource systems. The Manager, Human Resources Division, also provides full operating personnel services for Denver, CO, and Washington, D.C., on employee development, position classification and pay, staffing and recruitment, performance management, employee and labor relations, benefits and retirements, incentive awards, and workers' compensation. This office is located in Denver, CO.

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13.2 Director, Program and Budget. The Director, Program and Budget, coordinates programs and related budgets; enforces policies, objectives, broad standards, and guidance on all Reclamation budget matters; and provides policy and management direction for the program coordination and budget functions while maintaining responsibility for program formulation and technical performance over all program and budget activities. The Director also represents Reclamation on all budget matters before the Department and the Office of Management and Budget (OMB); prepares and assists the Commissioner in testifying before congressional committees on all budget matters; serves as liaison with OMB and Congress on all matters concerning budget preparation, presentation, and allowances; develops Reclamation's strategic and mission goals; and establishes and monitors performance measures for evaluating and improving program accomplishment consistent with requirements of the Government Performance and Results Act. The office is located in Washington, D.C.

A. Deputy Director, Program and Budget. The Deputy Director, Program and Budget, oversees day-to-day division activities and operation; supports program coordination, budgeting (formulation, execution, and presentation), performance and fiscal management as directly related to the conservation and management of water and other natural resources; and ensures identification and support of program funding and performance as well as personnel requirements. The Deputy Director assists the Director and Commissioner in preparing to testify before congressional committees on budget matters, assists in the development of Reclamation's strategic plan, and establishes and monitors performance measures for evaluating and improving program accomplishment consistent with requirements of the Government Performance and Results Act.

13.3 Associate Chief Information Officer. The Associate Chief Information Officer (ACIO), who also serves as the Director, Information Resources Office, develops, coordinates, executes, and oversees Reclamation's Information Management Technology (IMT) Program. The ACIO, with the Commissioner, plans, formulates, and executes all Reclamation IMT program activities and functions including IMT security. The ACIO implements the Clinger-Cohen Act of 1996 and the Federal Information Technology Acquisition Reform Act (FITARA) by providing advice and assistance to the Commissioner and ensuring IMT resources are acquired and managed in full compliance with applicable legislation and Federal requirements. Additionally, the ACIO develops, maintains, and facilitates the implementation of a sound and integrated IMT architecture for Reclamation and promotes the effective and efficient design and operation of all IMT resources and processes, including improvement to work processes and IMT security. This office is located in Denver, CO. The following offices report to the ACIO:

A. Deputy Director, Information Resources Office. The Deputy Director, Information Resources Office, provides staff support to the ACIO and is responsible for IMT policy, security, and planning to assist in carrying out responsibilities of the ACIO in these areas. The Deputy Director analyzes new legislation, regulations, and guidance; develops appropriate policy and guidance for Reclamation offices; and provides ongoing support to Reclamation offices in the implementation of legislation and regulations, privacy, budget, and strategic planning (i.e., long-term planning to include the development and redesign of IMT work processes).

B. Manager, Enterprise Operations Division. The Manager, Enterprise Operations Division, provides staff support to the ACIO and is responsible for the operational IMT program components of: technology, security (firewalls, virtual private network devices, etc.), networks (servers, routers, and other devices), telecommunications (optimization, bill auditing and analysis, radio spectrum management, network, security, and wireless communication), infrastructure hosting (servers, virtualization, storage, continuity of operations, and disaster recovery), and inventory and asset management (computers, wireless devices, and policies regarding tracking and accounting of information resources and equipment). The Manager is also responsible for application/system development, testing, deployment, and project management; planning, development, execution, and management of Reclamation's IMT infrastructure, systems, applications, servers, networks, and computers; and operations to assist in carrying out responsibilities of the ACIO in these areas.

C. Manager, Information Management and Technology Services Strategy Division. The Manager, Information Management and Technology Services Strategy Division, is responsible for providing staff support to the ACIO in the implementation of FITARA and Reclamation policy, management, and implementation activities related to the following: IMT program activities and functions, including enterprise architecture, capital planning and investment control, IMT policies and procedures, records management, data management, the Government Paperwork Elimination Act, the Freedom of Information Act, IT service management, Section 515 of the Treasury and General Government Appropriations Act – information quality/integrity, and Section 508 of the Rehabilitation Act – accessibility, project management, and IMT career/skills management (i.e., developing standards and training requirements for IMT professionals).

D. Senior Advisor, Industrial Control System (ICS) Cybersecurity, Risk Management Services Division (RMSD). The Senior Advisor, RMSD, is responsible for establishing Reclamation-wide cybersecurity policy, standards, and guidance and overseeing implementation to ensure IMT compliance with all relevant requirements. The Senior Advisor is also responsible for leading an office with the mission and resources to manage the Reclamation-wide ICS cybersecurity program, providing cybersecurity support to regional and area offices, developing and implementing strategies to reduce risk and improve Reclamation's overall security posture, carrying out the ACIO's ICS cybersecurity responsibilities, and overseeing the overall IMT Cybersecurity Program.

E. Supervisor, Enterprise Security Operations, or Associate Chief Information Security Officer (ACISO). The ACISO is responsible for leading the Reclamation-wide Federal Information Security Modernization Act (FISMA) compliance and Enterprise Continuous Diagnostics and Mitigation (CDM) programs and Privacy and Identity Management programs; providing cybersecurity support to enterprise IMT personnel; serving as the enterprise IMT cybersecurity advisor; leading teams with the mission and resources to manage the enterprise IMT Cybersecurity Program; developing and maintaining a Reclamation-wide enterprise IMT Cybersecurity Program; and carrying out the ACIO's enterprise IMT cybersecurity responsibilities.

13.4 Director, Mission Support Organization. The Director, Mission Support Organization, directs Reclamation's administrative programs and provides Reclamation policy, guidance, and

operating services in the areas of finance, acquisition and financial assistance, property and fleet management, and other office services. The Director serves as Deputy Chief Financial Officer to assist in carrying out responsibilities of the Chief Financial Officers Act of 1990 and serves as chair of Reclamation's Chief Financial Officer Council, Reclamation's Working Capital Fund Manager, and Head of the Contracting Activity. This office is located in Denver, CO. The following offices report to the Director, Mission Support Organization:

A. Manager, Financial Assistance and Property Management Division. The Manager, Financial Assistance and Property Management Division, oversees Reclamation's financial assistance program, including issuing and maintaining Reclamation-wide policy, performing oversight functions in accordance with OMB Circular A-123, performing data collection and reporting, and providing technical assistance throughout Reclamation. The Manager oversees Reclamation's personal property management, fleet management, space management, and leasing programs including issuing and maintaining Reclamation-wide policy, providing oversight functions in accordance with OMB Circular A-123, data collection and reporting, and providing the facilities, property management, and fleet management functions to support of Reclamation's staff in Denver, CO. Lastly, the Manager provides financial assistance operational support to Reclamation staff located in Washington, D.C., and Denver, CO, in support of Bureau-wide financial assistance programs.

B. Manager, Financial Policy and Programs Division. The Manager, Financial Policy and Programs Division, provides staff resources to ensure that administrative business is conducted in a fiscally responsible and cost-effective manner. The Manager serves as the Audit Liaison Office for Reclamation; provides management and budgetary analysis and staff support to the Chief Financial Officers Council, including management of Reclamation's Working Capital Fund Bureau-wide assessments; and provides financial oversight and policy development of the Working Capital Fund management, supports the Department's Financial and Business Management System, and provides financial statements in accordance with the Chief Financial Officers Act of 1990.

C. Manager, Accounting Services Division. The Manager, Accounting Services Division, oversees Reclamation's overall financial management including Bureau-wide accounts payable, accounts receivable, Bureau-wide miscellaneous obligations, intra-bureau processes, travel policy, and intra-agency, interagency, and personal property accounting. The Manager also provides support to the Denver, CO, and Washington, D.C., offices.

D. Manager, Acquisition Assistance Management Division. The Manager, Acquisition Assistance Management Division, oversees Reclamation's acquisition and purchase card programs. The Manager issues and maintains Reclamation-wide guidance, performs oversight functions in accordance with OMB Circular A-123, ensures required reporting, and provides advisory assistance to all levels of the organization. The Division provides operational acquisition support to directorates in Washington, D.C., and Denver, CO, as well as acquisition support Reclamation-wide for IMT services.

13.5 Director, Policy and Programs. The Director, Policy and Programs, performs analyses of Reclamation's resource management, administrative, and programmatic matters; develops,

formulates, and evaluates the implementation of resource management, administrative, and programmatic regulations, policies, directives and standards, and guidance affecting Reclamation's mission objectives and the protection, safety, and security of the public, Reclamation employees, and Reclamation facilities; and liaises with offices throughout Reclamation, the Department, other agencies, outside organizations, and the private sector. This office is located in Denver, CO. The following offices report to the Director:

A. Senior Advisor, Dam Safety Officer/Design, Estimating, and Construction. The Senior Advisor, Dam Safety Officer/Design, Estimating, and Construction provides oversight associated with design, cost estimating, and construction activities and the auditing function of the Dam Safety Program within Reclamation, and provides advice and increasing awareness of established requirements within Reclamation as studies are formulated or prepared.

B. Manager, Preparedness Division. The Manager, Preparedness Division, manages emergency action planning for high- and significant-hazard dams, disaster response mission assignments, and the Emergency Notification System. The Manager oversees Continuity of Operations activities and exercises of developed Continuity of Operations plans; exercises programmatic oversight of all Reclamation aviation activities, including the management of Reclamation's National Aviation Management Plan; oversees safety and health program implementation throughout Reclamation; and monitors Reclamation operations to ensure that management and staff have or are provided the knowledge necessary to control occupational risks associated with Reclamation operations, as well as to protect the public from harm while at facilities or in proximity to Reclamation operations. The Manager maintains Reclamation Safety and Health Standards, directives, and guidance; promotes and sponsors means to effectively manage critical hazardous activities such as rope-supported work, underwater diving, and aviation operations; conducts program evaluations and accident investigations; and provides control options when Reclamation management desires risk reduction.

C. Manager, Environmental Compliance Division. The Manager, Environmental Compliance Division, develops regulations, policies, directives and standards, and guidelines for cultural resources management, the Native American Graves Protection and Repatriation Act, and the museum property and history programs. Additionally, the Manager provides program oversight and coordination for the National Register of Historic Places; coordinates programs for museum property and Native American Graves Protection and Repatriation Act; implements Reclamation's history and oral history program; ensures compliance with the National Environmental Policy Act, Endangered Species Act, and the Clean Water Act; oversees hazardous material, Environmental Management Systems, pest management and invasive species, and pesticide use and disposal requirements; and provides program formulation, development, and coordination. The Manager provides policy formulation and analysis; offers guidance in policy implementation; provides strategic planning for environmental compliance; establishes environmental liaison with other Federal agencies, state and local governments, universities, and public and special interest groups; and provides guidance and training to environmental personnel located in various Reclamation offices.

D. Manager, Reclamation Law Administration Division. The Manager, Reclamation Law Administration Division, provides program formulation for water resources management in the areas of water-related contracts; incidental revenues management; acreage limitation;

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regulatory affairs; Federal Advisory Committee Act; planning, including appraisal, feasibility, and other water infrastructure related studies; economics; and general water resources program issues. Responsibilities include developing, implementing, and reviewing regulations, policies, directives and standards, guidelines, and procedures pertaining to the administration and enforcement of the above-referenced programs; providing policy analysis related to the administration and enforcement of the provisions of Federal reclamation law, and oversight and support to the field activities; and serving as the link among regional offices, the Commissioner, the Office of the Solicitor, and the Department to ensure compliance with laws, regulations, and policies. The Manager, Reclamation Law Administration Division, also manages and oversees enterprise risk management, including the identification of programmatic and enterprise-wide risks and associated risk treatments, and maintains Reclamation's directives, system of policies, and standards for Reclamation program implementation.

E. Manager, Security Division. The Manager, Security Division, implements Reclamation's Security Program, including personnel security and suitability, information and operations security, facility security, security policy, security training, physical and electronic security countermeasures, security engineering analysis, protective services, security budgeting, security risk assessments, and vulnerability database management, intelligence support, and law enforcement. The Manager develops and administers Reclamation programs to ensure the security of Reclamation personnel, contractors, visitors, facilities, information processes, and other resources under the jurisdiction of Reclamation.