

Department of the Interior Departmental Manual

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Series: Organization

Part 155: Bureau of Reclamation

Chapter 3: Office of the Commissioner

Originating Office: Bureau of Reclamation

155 DM 3

3.1 Commissioner of Reclamation. The Commissioner directs all Reclamation activities and programs within prescribed Administration and Departmental policies, regulations, and procedures. The Commissioner is responsible for developing policies which set the overall goals and objectives for Reclamation's program; ensuring that those goals are consistent with the Administration's priorities; providing liaison with bureaus and offices, other Executive Branch agencies, the Office of Management and Budget, Congress, and constituent groups; and directing all program and policy matters of Reclamation. The Commissioner is assisted by a Chief of Staff and Deputy Commissioners. The Deputy Commissioners act in the absence of the Commissioner in the following Order:

- A. Deputy Commissioner, External and Intergovernmental Affairs
- B. Deputy Commissioner, Operations
- C. Deputy Commissioner, Policy, Administration, and Budget

3.2 Chief of Staff. The Chief of Staff manages and oversees the administration of the Commissioner's Office, including personnel management, information technology, procurement, mail and records management, and fiscal and property management. The Chief of Staff serves as the Commissioner's principal advisor on any and all matters related to the management and operations of the bureau. The Chief of Staff is also responsible for:

- A. Managing the Washington Office administrative support activities.
- B. Coordinating the Reclamation Leadership Team.

C. Providing oversight to the **Manager, Washington Office Administrative Services Group**. The functions of the Group include providing general administrative support for the Commissioner's Office staff, including information technology, procurement, correspondence and records management, property management, central files, mail distribution, human resources, and special projects.

3.3 Deputy Commissioner, External and Intergovernmental Affairs. Responsible for

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advising and representing the Commissioner in the areas of public information policies and programs; liaison with the Congress and international, national, state, and local stakeholder organizations; and assisting the Commissioner in the formulation of new initiatives and the development of Reclamation policies and planning. Functional responsibilities include the following:

A. Chief, Public Affairs. Responsible for the management of Reclamation's public information program, including supporting the formulation and articulation of policy; and the execution of media relations, audiovisual, and publications programs.

B. Chief, Congressional and Legislative Affairs Group. Responsible for establishing and maintaining effective Congressional liaison and coordinating legislative activities.

3.4 Deputy Commissioner, Operations. Manages the Regional Directors and the Director, Technical Resources. Oversees the management of regional programs and issues; operation and maintenance of projects; engineering and technical services; research and development; Native American and international affairs; and regional liaison programs. Working with the Program and Budget Office, ensures that the Commissioner's goals and objectives are translated into operating programs. Functions under the Deputy Commissioner, Operations are further described in 155 DM 4, 5, and 10.

3.5 Deputy Commissioner, Policy, Administration, and Budget. Serves as the liaison with the Department of the Interior, and other agencies and outside organizations on administrative matters. Develops and coordinates Reclamation programs, budget activities, and fiscal management. Advises the Commissioner and formulates Reclamation Manual Policy and Directive and Standards, regulations, and guidance regarding security, safety and law enforcement; resource management programs; and administrative programs including finance, acquisition and financial assistance, property and supply management, human resources, diversity, and equal opportunity. Establishes, implements, and monitors performance measures for evaluating and improving program accomplishments. Serves as 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. Functions under the Deputy Commissioner, Policy, Administration, and Budget are further described in 155 DM 6 through 9.