

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 the Bureau of Reclamation. The Commissioner directs all Bureau of Reclamation (Reclamation) activities and programs within prescribed Administration and Department of the Interior (Department) policies, regulations, and procedures. The Commissioner is responsible for developing policies which set the overall goals and objectives for Reclamation's programs; ensuring that those goals are consistent with the Administration's priorities; liaising with the Department's Bureaus and Offices, other executive branch agencies, the Office of Management and Budget, Congress, and constituent groups; and directing all program and policy matters related to Reclamation. The Commissioner is assisted by a Chief of Staff, a principal Deputy Commissioner, and two Deputy Commissioners, all located in Washington, D.C. The Deputy Commissioners act in the absence of the Commissioner in the following order:

- A. Deputy Commissioner (see 155 DM 11) (principal Deputy Commissioner)
- B. Deputy Commissioner, Operations (see 155 DM 12)
- C. Deputy Commissioner, Policy, Administration, and Budget (see 155 DM 13)

3.2 Manager, Civil Rights Division. The Manager, Civil Rights Division, reports directly to the Commissioner and advises them on matters related to Equal Employment Opportunity (EEO). The Commissioner ensures the Manager, Civil Rights Division, can act with the greatest degree of independence in carrying out programmatic responsibilities. The Manager, Civil Rights Division, is responsible for policy development and implementation of internal and external civil rights programs, workforce diversity, special emphasis programs, and Reclamation-wide reasonable accommodation program. This includes:

- providing advice to management on preventing sexual harassment, EEO complaints, and reprisal;
- overseeing the management and oversight of Reclamation's EEO pre-complaint counseling and formal complaints process;
- providing for EEO counseling to employees and applicants;
- providing civil rights technical assistance to recipients of Reclamation financial assistance to ensure compliance with legal requirements for EEO for all segments of the public in Reclamation-conducted programs, services, and facilities;
- processing complaints filed under Title VI of the Civil Rights Act, Title IX of the

Education Amendments Act, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act; and

- providing oversight and technical assistance to management on requests for reasonable accommodation made pursuant to Section 501 of the Rehabilitation Act.

3.3 **Chief of Staff.** The Chief of Staff carries out direction and oversight of programs and projects assigned by the Commissioner, provides independent review and advice to the Commissioner and principal Deputy Commissioner on major Department-wide and Reclamation-wide practices and initiatives, and manages and oversees coordination necessary to execute the Commissioner's mandated responsibilities.