

## Department of the Interior Departmental Manual

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**Effective Date:** 1/31/08

**Series:** Organization

**Part 155:** Bureau of Reclamation

**Chapter 6:** Director, Administration

**Originating Office:** Bureau of Reclamation

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### 155 DM 6

**6.1 Director, Administration.** Provides direction, management, and coordination for administrative and management support services for Reclamation including the Commissioner's Office, offices located in Denver, CO, regional offices, and area offices; oversees the Youth Program under a cooperative agreement with the Department of Labor; and is responsible for administrative programs including information resources, human resources, civil rights and equal opportunity, financial management, property management, and acquisition services. The office is located in Denver, CO. The following offices are also located in Denver, CO, and report to the Director, Administration:

A. Director, Chief Information Office (CIO). Responsible for the development, coordination, execution, and oversight of Reclamation's Information Technology (IT) Program. The CIO shares with the Commissioner basic responsibility for the planning, formulation, and execution of all Reclamation IT program activities and functions, including IT security. Responsibilities include implementation of the Clinger-Cohen Act of 1996 by providing advice and assistance to the Commissioner and ensuring IT resources are acquired and managed in a manner that fully complies with applicable legislation and Federal requirements. Develops, maintains, and facilitates the implementation of a sound and integrated IT architecture for Reclamation and promotes the effective and efficient design and operation of all IT resources and processes, including improvement to work processes and IT security. The CIO reports to the Commissioner and receives administrative guidance and support from the Director, Administration. The office of the CIO includes the following:

(1) Manager, Information Technology Policy and Security Division provides staff support to the CIO and is responsible for Reclamation IT policy, security, and planning program activities and functions; technology management (enterprise architecture, capital planning and investment control, and IT policies and procedures); security management (system accreditation and certification, IT controls, and compliance); telecommunications management (network, security, and wireless communication); inventory and asset management (policies regarding tracking and accounting of information resources and equipment); strategic planning (long term planning to include the development and redesign of IT work processes); project management (monitoring IT project scope, schedule, and budget targets); and IT career/skills management (developing standards and training requirements for IT professionals). Responsibility also includes serving as Deputy CIO – Policy, Security and Planning to assist in carrying out

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responsibilities of the CIO in these areas. 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.

(2) Manager, Information Technology Services Division provides staff support to the CIO and is responsible for the operational IT 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), inventory and asset management (computers, wireless devices, etc.), and application/system development, testing, deployment, and project management. In addition, responsibilities include planning, developing, executing, and managing Reclamation's IT infrastructure, systems, applications, servers, networks, and computers; serves as Deputy CIO – Operations to assist in carrying out responsibilities of the CIO in these areas. Also provides IT operational support throughout Reclamation.

(3) Manager, Information Management Division serves as the Data Steward; provides staff support to CIO; and is responsible for Reclamation policy, management, and implementation activities related to information management program activities and functions; records management; data management; the Federal Advisory Committee Act; the Government Paperwork Elimination Act; the Freedom of Information and Privacy Acts; Section 515 Treasury and General Government Appropriations Act – information quality/integrity; and Section 508 Rehabilitation Act – accessibility, information collection and retention, and project management. Serves as Information Management Compliance Officer to assist in carrying out responsibilities of the CIO in these areas.

B. Manager, Human Resources. 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, retention, performance management, labor and employee relations, benefits and retirement, incentive awards, workforce planning, accountability, and automated human resource systems. Also provides full operating personnel services for Denver, CO; Washington, DC; and Job Corps Centers on employee development, position classification and pay, staffing and recruitment, performance management, employee and labor relations, benefits and retirements, incentive awards, and workers compensation.

C. Manager, Civil Rights and Equal Employment Opportunity. 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 prevention of sexual harassment, equal employment opportunity complaints, and reprisal; as well as, management and oversight of Reclamation equal employment pre-complaint counseling and formal complaints process; providing for equal employment opportunity counseling to employees and applicants; providing civil rights technical assistance to recipients of Reclamation financial assistance to ensure compliance with legal requirements for equal opportunity 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.

D. Director, Management Services Office. Responsible for direction of Reclamation's administrative programs. Provides Reclamation policy, guidance, and operating services in the areas of finance, acquisition and financial assistance, property and supply management, and other office services. As Deputy Chief Financial Officer, assists in carrying out responsibilities of the Chief Financial Officers Act of 1990 and serves as chair of Reclamation's Chief Financial Officer Council. Also serves as Reclamation's Working Capital Fund Manager and Head of the Contracting Activity.

(1) Manager, Finance and Accounting Division is responsible for Reclamation's overall financial management including systems, accounts payable, accounts receivable, travel policy, and interagency and property accounting. The division also provides accounting support to Job Corps sites managed by Reclamation, and Reclamation-wide support to the Financial Information Reporting System. Budget activities managed include analysis services and technical support to the Program and Budget Office in carrying out Reclamation's budget preparation, consolidation, reporting, and advisory functions. The Program and Budget System Administrator is also assigned to the division.

(2) Manager, Acquisition and Assistance Management Division has overall responsibility for Reclamation's acquisition, financial assistance, property, competitive sourcing, and purchase card programs. Issues and maintains Reclamation-wide guidance, performs oversight functions in accordance with OMB Circular A-123, performs data collection, requirement reporting and provides technical assistance to all levels of the organization. Responsible for the facilities and warehouse functions in support of Reclamation's Denver, CO, staff, as well as, providing operational acquisition and financial assistance support to Reclamation staff located in Washington, DC, and Denver, CO.

(3) Manager, Business Analysis Division provides staff resources to ensure that administrative business is conducted in a fiscally responsible and cost-effective manner; serves as the Internal Control and Audit Liaison Office for Reclamation; provides management and budgetary analysis and staff support to the Chief Financial Officers Council, including management of the Information Technology Investment Fund and administration of Reclamation's Working Capital Fund assessments. Responsibilities also include financial oversight and policy development, Working Capital Fund Management, and Chief Financial Officers Act of 1990 financial statements.