

## Department of the Interior Departmental Manual

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**Series:** Departmental Management

**Part 307:** Department Management Committee

**Chapter 1:** Management Improvement Team

**Originating Office:** Assistant Secretary – Policy, Management and Budget

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### 307 DM 1

1.1 **Purpose.** This Chapter provides the policy and the charter for the Department of the Interior (Department) Management Improvement Team (MIT). The charter is included as an Appendix to this Chapter.

1.2 **Scope.** The policy in this Chapter applies to all Bureaus and Offices of the Department.

1.3 **Policy.** It is the policy of the Department to use the MIT to improve the transparency, efficiency, and accountability of the Department's management and operations.

1.4 **Management Improvement Team.** The MIT provides a Departmental forum for initiating, discussing, recommending, planning, prioritizing, and implementing the President's and the Secretary's management and administrative agenda and policies.

9/29/20 #5025  
Replaces 1/8/08 #3783

## **Department of the Interior Management Improvement Team**

### **Charter**

The Management Improvement Team (hereinafter MIT) is hereby chartered in the Department of the Interior (Department) to support improving the transparency, efficiency, and accountability of Departmental management and operations.

#### **1. Functions.**

A. The MIT is a forum for initiating, discussing, recommending, planning, prioritizing, and implementing the President's and the Secretary's management and administrative agenda and policies.

B. The MIT is also a partnership. Critical to the success of Department-wide improvement efforts is the formation of a partnership among the Immediate Office of the Secretary, the Assistant Secretary - Policy, Management and Budget (AS – PMB), the Program Assistant Secretaries, and Bureaus/Offices.

C. The MIT will address ways to ensure that management initiatives are ongoing, in alignment with strategic goals and commitments, and reflect best practices. This includes:

(1) Encouraging the development of a corporate and strategic sense of purpose within the Department;

(2) Providing a forum for collaboratively identifying and resolving intra-Departmental management problems;

(3) Providing a forum for collaboratively identifying and promoting management best practices across the Department;

(4) Working with Program Assistant Secretaries and heads of Bureaus/Offices to ensure timely implementation and coordination of the President's and the Secretary's management initiatives and administrative policies;

(5) Identifying specific Departmental management and administrative improvements that may be applicable to Bureau/Office crosscutting initiatives;

(6) Identifying crosscutting areas for Departmental initiatives and strategies to implement those initiatives; and

(7) Serving as a forum for setting priorities and discussing the implications of initiatives including funding, human capital, information management and technology, enterprise acquisitions, and other issues.

D. The MIT will lead improvements in administrative areas to achieve optimum efficiency and effectiveness whether the improvements occur as a result of efforts undertaken Department-wide, among multiple Bureaus/Offices, or by a single Bureau/Office.

E. The MIT will lead the Department in the development and implementation of improved management and administrative systems for Department-wide application. In accomplishing this, the MIT will:

(1) Encourage teamwork among Assistant Secretaries and Bureaus/Offices to develop sound, coherent management and administrative policies; and

(2) Foster effective and efficient administrative communications within the Department to devise, ease, and/or improve implementation of new policies and programs.

## **2. Membership.**

A. The MIT shall include the following members, or their alternates, who shall attend all the meetings:

(1) Chair: AS – PMB;

(2) Alternate Chair: Principal Deputy AS – PMB, or Deputy Assistant Secretary - Budget, Finance, Grants and Acquisition;

(3) One Deputy Assistant Secretary from each Program Assistant Secretary's office as designated by the Program Assistant Secretary;

(4) One Career SES Deputy Director (or equivalent) from each Bureau/Office as designated by the head of the Bureau/Office;

(5) Deputy Assistant Secretary – Budget, Finance, Grants and Acquisition;

(6) Deputy Assistant Secretary – Administrative Services;

(7) Deputy Assistant Secretary – Public Safety, Resource Protection and Emergency Services;

(8) Deputy Assistant Secretary – Human, Capital and Diversity; Chief Human Capital Officer;

(9) Chief Information Officer;

- (10) Director, Interior Business Center;
- (11) Director, Office of Budget;
- (12) Director, Office of Acquisition and Property Management;
- (13) Director, Office of Natural Resource Revenue;
- (14) A designated senior representative of the Immediate Office of the Secretary, as determined by the Chief of Staff;
- (15) Associate Solicitor - Division of Administration;
- (16) A designated senior representative of the Office of the Special Trustee for American Indians.

**B. Responsibilities of the Chair.** The Chair, or Alternate Chair, shall:

- (1) Establish, in consultation with the members of the MIT, operating procedures and the agenda for the activities;
- (2) Report to the Deputy Secretary on the goals and results of the MIT on management projects and advise the MIT with respect to the determinations of the Deputy Secretary;
- (3) Provide the Program Assistant Secretaries and heads of Bureaus/Offices with periodic reports or briefings of the activities of the MIT;
- (4) Establish sub-teams, both standing and ad hoc, as may be deemed necessary for the efficient and necessary conduct of the MIT functions;
- (5) Preside over each MIT meeting; and
- (6) Designate an Executive Administrator to the MIT.

**C. Responsibilities of the Executive Administrator.** The Executive Administrator shall:

- (1) Work with MIT members and work groups throughout the Department to identify management needs and challenges appropriate for discussion;
- (2) Develop MIT agendas;
- (3) Develop appropriate discussion documentation;

- (4) Maintain records of decisions made by the MIT; and
- (5) Provide executive assistance to the Chair and Alternate Chair.

**D. Responsibilities of the Members:** The Members, or their alternates, shall:

- (1) Represent and make decisions on behalf of their Bureau/Office;
- (2) Recommend agenda items for discussion as requested by the Chair, Alternate Chair, or Executive Administrator;
- (3) Present and discuss their Bureau/Office ideas and interests related to agenda items;
- (4) Inform their respective Bureau/Office of issues raised at the MIT meetings; and
- (5) Support implementation of MIT decisions within their Bureau/Office.

**3. Meetings.**

- A. Meetings will be held monthly.
- B. Agenda topics will be solicited from the members and agendas will be planned to provide significant opportunity for collaborative discussion and collective decision making.
- C. Documents for decision will be circulated at least two business days prior to the meetings.
- D. Decisions will generally be made by consensus, with the option of a simple majority vote when a quorum is present if a consensus proves to be elusive.
- E. The following members will have a vote: each of the Program Assistant Secretaries, each of the Bureaus, and in addition, the Office of the Special Trustee, the Office of the Solicitor, the Office of the Chief Information Officer, the Office of Natural Resource Revenue, the Interior Business Center, and the Immediate Office of the Secretary.
- F. A simple majority of voting members or alternates present will constitute a quorum.
- G. A member may designate an Alternate by proxy, subject to approval by the Chair/Alternate Chair. A proxy will be valid for one meeting.
- H. Agreed upon written protocols will be used to provide common procedures for collaborative deliberation and decision making.

#### 4. Sub-Teams.

A. The MIT is authorized to establish Standing Sub-Teams and Ad Hoc Work Groups. Standing Sub-Teams may be established when needed to address multiple or long-term issues, programs, or objectives of the MIT. Ad Hoc Work Groups may be established for a short-term to address specific needs or projects of the MIT. An Ad Hoc Work Group must be disbanded after completion of its responsibilities unless it is converted to a Standing Sub-Team.

B. A charter for each Standing Sub-Team will be approved by the MIT and should include information regarding membership, procedures, responsibilities, activities, and deliverables.

C. The responsibilities and duties of each Standing Sub-Team or Ad Hoc Work Group include, and are not limited to, the following:

(1) Calling on specialists within the Department and other agencies to assist the members in preparing draft policies and procedures;

(2) Circulating drafts of policies and procedures among its members and attempting to reach a consensus in its efforts; and,

(3) Communicating and coordinating its work with the Bureaus/Offices not represented on the Standing Sub-Team or Ad Hoc Work Group.

D. Early in the fiscal year, each Standing Sub-Team will present its annual goals, objectives, and action plans to the MIT for approval. Periodic Standing Sub-Team reports and briefings to the MIT will be included in the MIT monthly meeting agendas, as needed.

E. At least once a year, and at the discretion of the Chair/Alternate Chair of the MIT, the Chairs/Co-Chairs of the Standing Sub-Teams of the MIT will meet to ensure integration of effort and close coordination among the Standing Sub-Teams.



Secretary of the Interior

Date: September 29, 2020