

Department of the Interior Departmental Manual

Effective Date: 8/8/78

Series: Management Systems and Procedures

Part 366: Statistics Management

Chapter 1: General Policies, Standards, and Procedures

Originating Office: Office of Policy Analysis

366 DM 1

1.1 **Purpose.** This chapter prescribes Departmental requirements for the establishment of uniform statistical standards, guidelines for the collection and compilation of statistical data, and for the release and publication of statistics. These standards and guidelines are applicable to all Departmental bureaus and offices and Federally-sponsored contractors and grantees in the direct collection, compilation, and publication of statistical data.

1.2 **Authority.** Section 103 of the Budget and Accounting Procedures Act of 1950 contains the basic authorities for determining statistical policy. Executive Orders No. 10033 of 1949 and No. 10253 of 1951 as amended by No. 12013 of 1977, provide for the implementation of Section 103 by the Secretary of Commerce.

1.3 **Background.** By Executive Order No. 12013, effective October 9, 1977, statistical policy functions were transferred from the Director of the Office of Management and Budget to the Secretary of Commerce. Pursuant to that Order, the Secretary established the Office of Federal Statistical Policy and Standards (OFSPS) as an operating unit within the Department of Commerce. OFSPS has issued government-wide directives regarding statistics management which are referenced and described in 366 DM 1.5.

1.4 **Objectives.** The objectives of the statistics management program described herein are established to achieve the following benefits:

- A. Greater efficiency in the design and conduct of statistical surveys;
- B. Reduction in the reporting burden on respondents;
- C. Greater uniformity and comparability among statistical series and studies; and
- D. Improved accuracy and timeliness of Federal statistics.

1.5 **Statistical Policy Handbook.**

A. The Statistical Policy Handbook, issued by OFSPS, provides a convenient source of Federal statistical directives, information about interagency committees which have a significant

role in Federal statistics, and related publications. As needed, the Handbook is revised and updated to assure that users and providers of Federal statistics have access to the current directives and additional information that affects them. The Handbook is available from the Superintendent of Documents, U.S. Government Printing Office, Stock Number 003-005-00179-4.

B. The Handbook also clarifies the criteria regarding the collection, compilation, and publication of statistical data by Federally-sponsored contractors and grantees. The "sponsorship" of data collection by a Federal agency, and the requirements to obtain OMB or GAO approval under the Federal Reports Act are also addressed (See also 305 DM 2).

1.6 Additional Information. Any questions regarding the interpretation and/or applicability of these guidelines to Departmental statistical programs should be addressed to the Office of Administrative Services, in the Office of the Assistant Secretary--Policy, Budget, and Administration.

8/8/78 #2108

New