

ORDER NO. 3179

SIGNATURE DATE: April 13, 1994

Subject: Bureau of Reclamation Reorganization

Section 1 **Purpose.** The purpose of this Order is to reorganize the Bureau of Reclamation and to describe its new organizational structure.

Section 2 **Authority.** This Order is issued in accordance with the authority provided by Section 2 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262), as amended.

Section 3 **Basic Organization.** The new organization consists of the following major components: Commissioner's Office (Washington); Reclamation Service Center (Denver); the Pacific Northwest Region with a regional office in Boise, Idaho; Mid-Pacific Region with a regional office in Sacramento, California; Lower Colorado Region with a regional office in Boulder City, Nevada; Upper Colorado Region with a regional office in Salt Lake City, Utah; the Great Plains Region with a regional office in Billings, Montana; and area offices within each region.

Section 4 **Commissioner's Office.** Responsibilities of the Commissioner's Office include: developing policies which set the overall goals and objectives for Reclamation's program; ensuring that the policies are consistent with the Administration's priorities; and providing liaison with the Office of the Secretary and other Interior bureaus, the Office of Management and Budget, the Congress, other Federal agencies, and constituent groups. The Commissioner of Reclamation is responsible for directing all program and policy matters of Reclamation, including supervision of the directors of the three principal organizational units in the Commissioner's Office: Policy and External Affairs Office, Program Analysis Office, Operations Office; and a fourth, the Reclamation Service Center, located in Denver, Colorado.

a. The Policy and External Affairs Office is responsible for developing, advising, and representing the Commissioner in the areas of external relations including public information policies and programs, liaison with Congress, and planning and implementing a bureau-wide legislative and regulatory management program. This office will direct the development of broad Reclamation resource policies to ensure consistency with the Administration's policies and priorities.

b. The Program Analysis Office is responsible for the development, formulation, and enforcement of natural resource policies, standards, regulations, and guidance affecting Reclamations's mission objectives. The Director coordinates with the Director of Policy and External Affairs, the regional offices and the Technical Services Center. Staff are located in Washington,

D.C., and Denver, Colorado.

c. The Operations Office is responsible for program coordination among area and regional offices; formulation of regional programs and budget; overseeing the execution of Reclamation's programs; formulation and coordination of Reclamation's research program; devising, tracking, and evaluating program performance measures; serving as liaison with area and regional offices; and addressing the resolution of major operational issues. The Director of Operations provides direct line supervision over the Regional Directors and serves as the Chief Financial Officer.

d. The positions of Principal Deputy Commissioner and Assistant Commissioner - Program, Budget, and Liaison are abolished.

Section 5 Reclamation Service Center. The Reclamation Service Center (RSC) is located in Denver, Colorado, and is responsible for providing bureau-wide scientific, engineering, research and laboratory testing services, and human resources, management, and administrative services, including the development of policies and procedures.

a. The Director of the RSC, who reports directly to the Commissioner, is responsible for overall management and direction of the Center, including supervision of the directors of its four major organizational units: Human Resources Office, Management Services Office, Technical Services Center and the Administrative Service Center.

b. The Technical Services Center is responsible for providing bureau and Department-wide scientific, applied research, and engineering services related to water resources management support, and technical support for broad areas of water and power resources management, geotechnical engineering and dam safety, electrical and mechanical engineering, civil engineering, social and environmental science, and laboratory services.

c. The Human Resources Office is responsible for exercising the authority provided to the Commissioner relative to Reclamation's human resources management program, including the functional areas of personnel services, equal opportunity, youth programs, and education coordination and liaison.

d. The Management Services Office is responsible for providing the direction of Reclamation's administrative programs including financial management, supply and property management, office services, work environment safety, information resources management, and acquisition services. The Director of the Office serves as the Deputy Chief Financial Officer.

e. The Administrative Service Center will continue to provide services for the Department of the Interior and other Federal agencies.

f. The positions of Deputy Commissioner, Director, Denver Operations, and Assistant Commissioners for Human Resources, Administration, Resources Management, and Engineering and Research are abolished.

Section 6 **Regional Offices.** The regional offices are responsible for formulating and executing Reclamation's program within an assigned geographic area and for providing necessary leadership and oversight to the area offices within their respective jurisdictions. The geographic boundaries of the regions remain unchanged.

Section 7 **Area Offices.** The area offices have first-level program line of authority. Taken collectively, the area offices will provide jurisdiction over Reclamation's entire geographic area of responsibility in the 17 Western States and will be considered permanent in terms of functional responsibilities.

Section 8 **Specialized Offices.** Specialized offices report directly to the regional offices, are temporary in nature, and have specific functional responsibilities. Specialized offices include Job Corp Centers, Construction Offices, and Field Power Operation Branches.

Section 9 **Administrative Provisions.** The Commissioner, Bureau of Reclamation, will take appropriate steps to effect the transfer of personnel, funds, and property to implement the provisions of this Order.

Section 10 **Effective Date.** This Order is effective upon signature. Functional statements reflecting this reorganization will be prepared by the Bureau of Reclamation in coordination with the Assistant Secretary - Policy, Management and Budget. Such statements will be published in the Departmental Manual within one year of the effective date of this Order. At that time, this Order shall terminate and be considered obsolete.

/s/ Bruce Babbitt
Secretary of the Interior

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