

ORDER NO. 3184

SIGNATURE DATE: December 30, 1994

**Subject:** U.S. Bureau of Mines Reorganization

Section 1. **Purpose.** The purpose of this Order is to reorganize the U.S. Bureau of Mines (USBM) and to describe its new organizational structure.

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

Section 3. **Basic Organization.** The new organization consists of the Director's Office in Washington, D.C.; four program centers; three program offices; and three support offices. The four program centers are the Center for Pollution Prevention and Control in Salt Lake City, Utah; the Center for Environmental Remediation in Twin Cities, Minnesota; the Center for Health and Safety in Pittsburgh, Pennsylvania; and the Center for Materials Partnerships in Albany, Oregon. The three program offices are the Office of Minerals Information in Washington, D.C.; the Office of Mineral Issues Analysis in Washington, D.C.; and the Office of Helium Operations in Amarillo, Texas. The three support offices, all located in Washington, D.C., are the Office of Administration, the Office of Customer Liaison and Program Evaluation, and the Office of Program Coordination.

Section 4. **Director's Office.** Responsibilities of the Director's Office include establishing policies, goals and objectives for the USBM's programs. The Director is the Chief Executive Officer of the USBM and directs all of the activities of the USBM. The Director represents the Bureau before the Department, the Office of Management and Budget, and the Congress.

Reporting to the Director is a Deputy Director who provides leadership for internal operations and works closely with the Director to establish and maintain programmatic direction and focus. The Deputy Director acts for the Director in his/her absence. Reporting to the Deputy Director are four program centers, three program offices, and three support offices.

Also reporting to the Director are a Chief Scientist, a Congressional Liaison Officer and a Public Information Officer.

Section 5. **Program Centers.**

a. The Center for Pollution Prevention and Control is responsible for developing and demonstrating long-term cost effective technologies to prevent the damage of pollutants and waste to the environment.

b. The Center for Environmental Remediation is responsible for developing and demonstrating technologies to allow for cost effective remediation of environmental damage from mining and mineral processing operations.

c. The Center for Health and Safety is responsible for research and development activities that will lead to a minimization of negative worker health and safety impacts and a reduction of health care costs associated with mining.

d. The Center for Materials Partnerships is responsible for research for supporting new products that reduce pollution and for developing improved materials that offer better corrosion, wear, and breakage characteristics which can be substituted for materials that are environmentally hazardous.

#### Section 6. **Program Offices.**

a. The Office of Minerals Information is responsible for collecting, analyzing, and disseminating statistical, technical, financial, and economic information on major nonfuel minerals and the countries that produce and consume them.

b. The Office of Mineral Issues Analysis is responsible for conducting economic, environmental, engineering, and mineral resource analyses of major minerals related to regional, national and international public policy and land use issues.

c. The Office of Helium Operations is responsible for supplying Federal agencies with helium and operating the helium storage facility.

#### Section 7. **Support Offices.**

a. The Office of Administration is responsible for providing administrative and management support to the USBM's operating units in the areas of finance and accounting, budget, personnel, affirmative action, equal employment opportunity, procurement, property and facilities management, information resources management, computer networking, safety and security management, ethics and conduct, management analysis, management control, Inspector General and General Accounting Office audit liaison, and the Freedom of Information Act and Privacy Act programs. The Chief, Office of Administration, is the Chief Financial Officer (CFO) of the USBM.

b. The Office of Customer Liaison and Program Evaluation serves as the focal point for the USBM's customers, including Departmental bureaus that focus on scientific research and management of natural resources, other Government agencies that support and/or regulate the Departmental mission, the Congress, the public, national laboratories, and the private sector. The Office is also responsible for managing the USBM's technology transfer program.

c. The Office of Program Coordination is responsible for coordinating strategic planning and implementation activities of all USBM program centers and program offices.

Section 8. **Field Offices.** Specific programmatic support is provided by field offices to USBM program centers and program offices.

Section 9. **Administrative Provisions.** The Director, USBM, 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 USBM 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 will terminate and be considered obsolete.

/s/ Bruce Babbitt  
Secretary of the Interior

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