

ORDER NO. 3213

SIGNATURE DATE: March 13, 2000

Subject: Reorganization of the Interior Service Center into the National Business Center

Sec. 1 **Purpose.** The purpose of this Order is to consolidate the U.S. Geological Survey Washington Administrative Service Center and the Bureau of Reclamation Denver Administrative Service Center into the Interior Service Center and rename the Interior Service Center the National Business Center (NBC).

Sec. 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.

Sec. 3 **Organization of the National Business Center.**

A. The NBC is created in the Office of the Secretary from the merger of the Interior Service Center, the U.S. Geological Survey Washington Administrative Service Center, and the Bureau of Reclamation Denver Administrative Service Center. It is headed by a Director who reports to the Director of Administration, in the Office of the Secretary. A Deputy Director assists the Director, NBC.

B. The NBC is organized into the Directorate of Products and Services, the Directorate of Administrative Operations, the DOI University and the Office of Budget and Marketing whose heads report to the NBC's Director and Deputy Director. The heads of the Directorate of Products and Services and the Directorate of Administrative Operations are called Assistant Directors.

(1) The Directorate of Products and Services is made up of the following business lines:

- (a) Payroll Services
- (b) Payroll / Personnel Systems
- (c) Finance and Acquisition Systems
- (d) Finance and Accounting Operations
- (e) Data Center
- (f) Other Administrative Services

(2) The Directorate of Administrative Operations is made

up of the following business lines:

- (a) Financial Management
- (b) Acquisition and Assistance
- (c) Human Resources
- (d) Information Technology
- (e) Facilities Management
- (f) Employee and Public Services
- (g) Logistic Services

Sec. 4 **Administrative Provision.** The Assistant Secretary - Policy, Management and Budget is responsible for effecting the transfer of personnel, funds, and property to implement the provisions of this Order. Among the funds to be realigned by transfer is \$7.483 million, appropriated to the U.S. Geological Survey for administrative systems that will be allocated among the bureaus based on current services received.

Sec. 5 **Effective Date.** This Order is effective immediately. It will remain in effect until its provisions are converted to the Departmental Manual or until it is amended, superseded or revoked, whichever comes first. In the absence of any of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on September 30, 2000.

/s/ Bruce Babbitt
Secretary of the Interior

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