

THE SECRETARY OF THE INTERIOR  
Washington

ORDER NO. 3250, Amendment No. 2 (*Amended material italicized*)

SIGNATURE DATE: January 31, 2005

Subject: Reorganization of the National Business Center

Sec. 1 **Purpose.** This Order authorizes the reorganization of the National Business Center (NBC). The purpose of the reorganization is to consolidate similar functions, eliminate redundancy, achieve economies of scale, and establish a “one-NBC” corporate business culture. The reorganization will result in greater unity, increased communication and collaboration, smarter work processes, and increased efficiencies that provide greater value and cost savings for the Department.

Sec. 2 **Background.** The NBC was established in 1999 through the merger of the Department’s three administrative service centers. Since the original merger, other Departmental activities, such as the Office of Aircraft Services and the OIG’s Indirect Cost Unit, have been transferred into the NBC. Each transfer has been accomplished as effectively as possible. However, a strategic and functional realignment of the entire organization would create and sustain a more logical and efficient organization to support the needs of the Department. The primary purpose of the NBC continues to be to provide core support, administrative, and business products and services to the Department, thereby freeing scarce resources toward fulfillment of the Department’s environmental and resource missions.

Sec. 3 **Authority.** This Order is issued under the authority of Section 2 of Reorganization Plan No. 3 of 1950 (64 Stat.1262).

Sec. 4 **Organizational Changes.**

a. The Deputy Director, NBC, and the Deputy Director, Office of Aircraft Services positions are abolished.

b. A Chief of Staff position is established to assist the Director.

c. The Office of the Director includes a new Office of Planning, Performance, and Oversight reporting to the Chief of Staff, and mail and messenger services and customer relations functions.

d. The NBC operations and policy functions are realigned under the following Associate and Assistant Directors:

(1) Associate Director, Strategic Management of Human Capital. The Chief Human Capital Officer and President of the DOI University. The Directorate includes: Human Resources, Cultural Resources and Events, the DOI University-Leadership and Performance and the DOI University-Online. This Directorate champions NBC activities related to workforce improvement and cultural awareness and integrity.

(2) Associate Director, Budget and Finance. The Chief Financial Advisor with responsibility for the Budget Office, Procurement Systems, Finance Systems, Accounting Operations, and the centralized accounting system for Departmental Offices. This Directorate champions NBC efforts to fully integrate budget, finance and performance.

(3) Associate Director, Aviation Management. The senior management official responsible for Department-wide functions related to aviation safety and aircraft services facilities. The Directorate includes the following divisions: Aviation Safety and Program Evaluation and Technical Services. The Directorate includes area offices located throughout the United States and a regional office located in Alaska.

(4) Associate Director, Federal Personnel and Payroll Systems. The Associate Director, with the assistance of a Deputy, is system manager for the Federal Personnel and Payroll Systems and is responsible for providing the Department and other federal agencies with payroll operations and payroll accounting services. This Directorate fully supports the e-Government initiative to streamline payroll systems, eliminate redundancy across the Government, and achieve greater cost savings through economies of scale.

(5) Assistant Director, Information Technology/CIO. The NBC Chief Information Officer. The Assistant Director carries out the functions of the office with the assistance of a Deputy. The Directorate includes the following divisions: Enterprise Infrastructure, E-Applications Management, Plans and Programs, Information Management, and Aviation Systems.

(6) Assistant Director, Administrative Operations. The operations manager responsible for directing the following: Acquisition and Property Management Services, Facilities Management Services, Employee and Public Services and the Modernization Program Office.

Sec. 5 **Implementation.** The Assistant Secretary - Policy, Management and Budget is responsible for implementing this Order including the appropriate transfer of personnel, funds, programs, records and property. The reorganization is effective October 1, 2003.

Sec. 6 **Expiration Date.** This Order will remain in effect until its provisions are converted to the Departmental Manual or until the Order 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 **April 30, 2006.**

/s/ Gale A. Norton  
Secretary of the Interior

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Replaces SO#3250A1 7/31/04

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