

United States Department of the Interior
OFFICE OF THE SECRETARY
Washington, D.C. 20240

ORDER NO. 3254

SIGNATURE DATE: June 24, 2004

Subject: Realignment and Reassignment of Certain Office of the Secretary Functions

Sec. 1 **Purpose.** This order combines the responsibilities of two Deputy Assistant Secretaries, thereby abolishing one Deputy Assistant Secretary position. It also realigns the reporting relationships and areas of responsibility for certain functions and programs in the Office of the Secretary. The changes strengthen and improve the internal management of the Department.

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

Sec. 3 **Organizational Changes.**

a. The Assistant Secretary - Policy, Management and Budget is designated the Department's Chief Acquisition Officer. The Department's Senior Procurement Executive reports to the Assistant Secretary - Policy, Management and Budget and receives administrative guidance and support from the Deputy Assistant Secretary - Business Management and Wildland Fire.

b. The functions of the Deputy Assistant Secretary - Human Resources and Workforce Diversity and Deputy Assistant Secretary - Performance and Management are combined under one position titled Deputy Assistant Secretary - Performance, Accountability, and Human Resources. The Deputy Assistant Secretary - Performance, Accountability, and Human Resources also serves as the designated official responsible for the Department's drug and alcohol policy and approves drug testing of designated positions under the Drug-free Workplace program.

c. The position of Deputy Assistant Secretary - Human Resources and Workforce Diversity is abolished.

d. A new position, Deputy Chief Human Capital Officer, is established and reports to the Deputy Assistant Secretary - Performance, Accountability, and Human Resources. The Deputy Chief Human Capital Officer is also the Designated Agency Safety and Health Official. The following offices will report through the Deputy Chief Human Capital Officer to the Deputy Assistant Secretary - Performance, Accountability, and Human Resources:

(1) The Office of Human Resources, formerly the Office of Personnel Policy.

(2) The Office of Civil Rights, formerly the Office for Equal Opportunity.

(3) A newly established Office of Occupational Health and Safety.

e. The Office of Educational Partnerships is abolished and functions performed by the office are realigned under the Office of Human Resources, the Office of Civil Rights, and the National Business Center.

f. The Office of Managing Risk and Public Safety is abolished. Its functions are realigned as follows:

(1) The facilities management functions are realigned under the Office of Acquisition and Property Management.

(2) The occupational health and safety functions are realigned under a new Office of Occupational Health and Safety.

g. The Deputy Assistant Secretary - Budget and Finance position is retitled the Deputy Assistant Secretary - Business Management and Wildland Fire.

h. The Single Audit Act reports processing function is transferred from the Office of Inspector General to the Office of Financial Management.

i. A new Office of Hawaiian Relations is established and reports to the Deputy Assistant Secretary - Policy and International Affairs. The Office of Hawaiian Relations and the Office of Policy Analysis will share administrative support staff.

j. The Indian Arts and Crafts Board is realigned under the Deputy Assistant Secretary - Performance, Accountability, and Human Resources.

Sec. 4 Delegation. The Deputy Assistant Secretaries for Performance, Accountability, and Human Resources; Business Management and Wildland Fire; and Policy and International Affairs are delegated all the authority necessary to carry out the responsibilities of their positions.

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.

Sec. 6 Expiration 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 June 30, 2005.

/s/ Gale A. Norton
Secretary of the Interior

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