

THE SECRETARY OF THE INTERIOR  
Washington

ORDER NO. 3295, Amendment No. 3 (*Amended material italicized*)

SIGNATURE DATE: June 1, 2011

Subject: Realignment and Restructuring of the Office of the Assistant Secretary – Policy, Management and Budget

**Sec. 1 Purpose.** This Order authorizes the restructuring and realignment of offices and functions in the Office of the Assistant Secretary – Policy, Management and Budget. The realignments will improve the Department’s ability to fulfill its mission and provide for better delivery of services to the American public. Further, the restructuring will consolidate related functions and balance offices and workload across the Deputy Assistant Secretaries.

**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.** The Office of the Assistant Secretary – Policy, Management and Budget (PMB) is reorganized. The Deputy Assistant Secretary (DAS) positions are restructured and renamed along with the creation of three (3) new DAS positions. The changes and office realignments are as follows:

a. Deputy Assistant Secretary – Policy and International Affairs, (formerly DAS – Policy and Program Management) is responsible for the following: the Office of Environmental Policy and Compliance; Office of Native Hawaiian Relations (formerly Hawaiian Relations); Office of Policy Analysis; the Office of International Affairs (The International Affairs policy staff and International Technical Assistance Program are moved from the Office of Policy Analysis and established as a new Office of International Affairs); and the Office of Restoration and Damage Assessment; (the Natural Resources Damage Assessment and Restoration Program was established as the Office of Natural Resource Restoration and is retitled). The Oceans and Coastal Coordinator as well as the staff to the National Invasive Species Council (NISC) and the Department’s NISC Liaison are realigned in the Office of Policy Analysis. (The NISC Staff and Liaison were formerly under the DAS – Human Capital, Performance, and Partnerships.)

b. Deputy Assistant Secretary – Youth, Partnerships, and Service is a new position responsible for the Office of Youth in the Great Outdoors (previously titled the Office of Youth in Natural Resources, reporting to the DAS – Policy and Program Management). ***The Office of Conservation and Educational Partnerships and Service – Take Pride In America are realigned and report to the Director, Office of Youth in the Great Outdoors.*** (The Office of Conservation and Educational Partnerships previously titled the Office of Conservation Partnerships, and Management Policy, reported to the DAS – Human Capital, Performance, and Partnerships. The Take Pride program was previously in the Office of External and Intergovernmental Affairs.)

c. Deputy Assistant Secretary – Technology, Information, and Business Services is a new position responsible for the following: the Office of Hearings and Appeals; the Office of Collaborative Action and Dispute Resolution (both offices previously reported to the DAS – Human Capital, Performance, and Partnerships); the Geospatial Information Officer (previously reporting to the Assistant Secretary – Policy, Management and Budget); the National Business Center (previously reporting to the DAS – Budget and Business Management); the new Office of Valuation Services (formerly the Appraisal Services Directorate in the National Business Center); and the Office of the Chief Information Officer. The Chief Information Officer will continue to report directly to the Secretary and receive operational guidance and support from the Assistant Secretary – PMB and the DAS – Technology, Information, and Business Services.

d. Deputy Assistant Secretary – Law Enforcement, Security, and Emergency Management, is responsible for: the Office of Law Enforcement and Security; the Office of Emergency Management; and the Office of Wildland Fire Coordination (formerly under the DAS – Policy and Program Management). Management of security programs for the Main Interior complex are also moved from the National Business Center and realigned into the Office of Law Enforcement and Security.

e. Deputy Assistant Secretary – Human Capital and Diversity (formerly the DAS – Human Capital, Performance, and Partnerships) is responsible for the Office of Civil Rights, the Office of Human Resources, the Office of Occupational Health and Safety, and the Office of Strategic Employee and Organizational Development (formerly the Office of Strategic Development of Human Capital). The DOI University (previously reporting to the National Business Center) is realigned under the Office of Strategic Employee and Organizational Development. The Director, Office of Civil Rights will continue to report directly to the Secretary and receive operational guidance and support from the Assistant Secretary – PMB and the DAS – Human Capital and Diversity.

f. Deputy Assistant Secretary – Budget, Finance, Performance, and Acquisition (formerly the Deputy Assistant Secretary – Budget and Business Management) is responsible for the Office of Budget; the Office of Acquisition and Property Management; the Office of Financial Management; the Office of Planning and Performance Management (formerly under the DAS - Human Capital, Performance, and Partnerships); and the Office of Small and Disadvantaged Business Utilization. The Office of Small and Disadvantaged Business Utilization will continue to report directly to the Secretary and receive operational guidance and support from the Assistant Secretary – PMB and the DAS – Budget, Finance, Performance, and Acquisition.

g. Deputy Assistant Secretary – Natural Resources Revenue is responsible for the Office of Natural Resources Revenue. The establishment of the Deputy Assistant Secretary position and the Office of Natural Resources Revenue are described in Secretary's Orders 3299 and 3306.

h. The Office of Competition, Efficiency, and Analysis, reporting to the former

DAS – Human Capital, Performance, and Partnerships is abolished. The function performed by the office is realigned in the Office of Human Resources.

i. The Southern Nevada Water Coordinator and the Deputy Chief Human Capital Officer positions are eliminated. The functions of the Deputy Chief Human Capital Officer are assumed by the DAS – Human Capital and Diversity.

j. The Main Interior Museum (previously under the National Business Center) and the Indian Arts and Craft Board (previously reporting to a Deputy Assistant Secretary) are consolidated in a new Museum Office in the Office of the Secretary.

k. This Order formalizes the position of Chief Diversity Officer that reports to the Assistant Secretary – Policy, Management and Budget.

**Sec. 4 Delegation.** The Deputy Assistant Secretaries and heads of offices listed in Sec. 3 above are delegated all of 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 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 occurs first. In the absence of any of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on **June 1, 2012**. The termination of this Order will not affect the organizational changes effected herein.

/s/ Ken Salazar  
Secretary of the Interior

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Replaces SO#3295A2 11/30/10  
Replaces SO#3295A1 9/30/10  
Replaces SO#3295 1/7/10