



THE SECRETARY OF THE INTERIOR
WASHINGTON

ORDER NO. 3329

Subject: Realignment of the Administrative Functions in Indian Affairs

Sec. 1 Purpose. This Order authorizes the realignment and reassignment of operational administrative functions (acquisitions, financial assistance, budget, facilities management, financial management, property management, and safety management) from the Office of the Assistant Secretary – Indian Affairs (A/S-IA), Office of the Deputy Assistant Secretary for Management (DASM) to the Bureau of Indian Affairs (BIA) – Offices of the Regional Directors. It also authorizes the establishment of an Executive Implementation Board (Board).

Sec. 2 Background. A recent report on the effects of centralization and options for improving customer service, internal controls, and supervision in Indian Affairs (IA) revealed that centralization of operational functions is not optimal, increases lag time in responsiveness and processing of transactions, and inhibits the ability of on-the-ground managers to effect priority decisions. The proposed realignment of the operational administrative functions is intended to correct the shortcomings associated with the current organizational structure of the administrative functions in IA. The realignment and reassignment of the operational administrative functions from A/S-IA to BIA will enable regional managers to more effectively and efficiently address priority needs of the Bureau, provide for better service delivery to Bureau employees, reduce management layers, and promote improved management and oversight of the operational administrative functions. It will not affect the functions current personnel perform, except that functions of current headquarters-level supervisors will transition from supervising regional staff to supervising headquarters staff and overseeing policies, procedures, and nationally focused functions.

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

Sec. 4 Executive Implementation Board. An Executive Implementation Board is established. The DASM, in concert with the Board, will continue to provide policy level direction for all functions subject to this realignment, will retain centralized management of Agency-wide functions such as support for the annual audit, budget formulation and execution, financial reporting, and accountability for overall management, monitoring, and oversight of the administrative operational functions. The Board is responsible for:

- a. Providing regular oversight and direction for the realignment and reassignment effort by meeting monthly and receiving monthly status reports from each Implementation Team Lead.

- b. Removing obstacles to delivering the administrative realignment in a timely manner.
- c. Promoting solutions that balance internal controls with local authority and responsibility.

Sec. 5 Organizational Changes. The following administrative functions are realigned from A/S-IA – DASM to the Office of the Regional Directors in each BIA region. All personnel in the realigned functions will report to the Deputy Regional Director in the BIA region in which they serve. Headquarters-level supervisors will continue to report to the DASM. The realigned functions include:

- a. Budget/Performance Management. Field operations budget functions, including the direction and coordination of regional budget formulation, budget execution, and related internal controls. The headquarters budget operations personnel will continue to provide senior leadership, policy, and oversight of all budget formulation, execution, and related internal controls.
- b. Acquisition. The Division of Acquisition functions for all contracting (including charge cards, intra/inter-agency agreements, etc.), grants, and related internal control activities. The headquarters acquisition and financial assistance personnel will continue to fulfill contracting activities for headquarters offices, but will otherwise focus on policy, procedures, and oversight for nationwide acquisition and financial assistance actions.
- c. Property. The Division of Property Management functions, including accountability for U.S. Government-owned property within each region's administrative jurisdiction. The headquarters-level property staff will focus on policy, procedures, oversight, and national reporting.
- d. Financial Management. The Division of Fiscal Services functions, including the receiving report functions within each region's administrative jurisdiction. Headquarters-level fiscal services staff will continue to exist, but will focus on policy, procedures, oversight, and execution of all payment transactions.
- e. Facilities Management. The Division of Operations and Maintenance functions, including maintenance of sites and grounds, the preventive maintenance program, schools, and employee housing within each region's administrative jurisdiction are realigned to each respective BIA region. The headquarters-level facilities management program will continue its focus on policy, procedures, and oversight in regards to field operations.
- f. Safety Management. The Division of Safety and Risk Management functions, including inspections and evaluations of facilities and equipment for safety and health hazardous conditions. Headquarters-level safety management will continue to exist, but will focus on policy, procedures, and oversight and continued execution of safety management program responsibilities for headquarters offices.

Sec. 6 Delegation. The authority of the A/S-IA is delegated through the Director, BIA to the Regional Directors to perform the administrative responsibilities identified in Sec 5 above.

Sec. 7 Implementation. The A/S-IA is responsible for implementing this Order, including the appropriate transfer of personnel, funds, programs, records, and property.

Sec. 8 Expiration Date. This Order is effective immediately. It will remain in effect until its provisions are incorporated into 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 November 1, 2014. The termination of this Order will not affect the organizational changes effected herein.



Secretary of the Interior

Date:

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